



Project Manager

Services Division

Job Summary

Project Managers are responsible for the planning, scheduling and coordination of resources associated with the successful delivery of products/services projects to CartêGraph Systems' clients. They provide the primary point of project contact between the client and all CartêGraph employees involved with the project. Responsibilities include overseeing project requirements, project plan/priorities and deadlines, and generally directing and coordinating activities of Services projects to ensure that the goals/objectives are met. The Project Manager confers with managers, consultants, and/or customer's representative(s) to help maintain the master Services schedule and are responsible for coordination/management of schedule changes with consultants, salespeople, customers, and company departments.

Requirements

Relevant four-year degree plus at least 3 years of project management/project delivery experience OR 5 years of project management/project delivery experience required. Proven excellent customer service skills, including the ability to progressively probe, analyze, identify root causes of problems, provide practical solutions, and negotiate resolutions. Ability to make independent business decisions, considering both the impact to client satisfaction and overall financial ramifications for the Company required. Successful experience leading and motivating team members without direct reporting authority. Experience with or ability to quickly learn CartêGraph software applications is required. Experience with governmental public works operations is preferred. Solid computer technical skills required, including proficiency with Microsoft Office products. Experience with Microsoft or Oracle databases and/or GIS programs is a plus. Willingness to travel as required for on-site client meetings.

CARTEGRAPH EMPLOYEE BENEFITS

Competitive wage, group medical insurance with low deductible, free long-term disability insurance, free life insurance, Flexible Spending plan, paid time off (PTO) first year and beyond, 401(k) plan w/employer match, AFLAC voluntary benefits, free parking, team-oriented work environment, career opportunities, and promotion from within.

If you are interested in a career at CartêGraph please submit your resume to careers@cartegraph.com.