



PROJECT MANAGER

Job Description

Company Overview

CKearney Consulting, LLC (CKC) is in need of a Part-Time Project Manager. A Project Manager at CKC is the lead-consultant assigned to a client and is the person in charge of the planning and execution of the client's CRM projects and goals.

CKC cannot guarantee a set number of hours per week, however, there is an understanding that the employee will work as needed to accomplish the tasks and assignments.

In addition, the individual will be responsible for their own benefits (healthcare, dental, 401K, life insurance, disability etc.). There is no PTO, holiday pay, sick pay or other time compensation benefits. This is an hourly-rate position paid for the number of hours worked.

Responsibilities

The Project Manager will guide the client through their project to completion by:

- Managing and communicating the project scope to the client based on the signed contract while adhering to the project schedule and budget
- Managing client expectations by keeping their best interest and the ultimate end goal in mind
- Communicating the project status, next steps and coordination and provide timely notification of any delays or issues
- Represent CKC at all times through exceptional quality and customer service

Experience/Skills

- Possess strong analytical, organizational and project management skills
- Possess excellent time management, problem-solving and verbal/written communication skills
- Knowledge of the standard capabilities of CRM systems and demonstrated ability to expand on those capabilities through the use of configuration, implementation and/or integration with external systems
- Ability to analyze data and use reporting and dashboard functionality and tools
- Ability to effectively communicate technical, performance and quality issues related to the CRM system, and recommend improvements to clients
- Ability to successfully engage in multiple initiatives simultaneously, while working independently at times
- Possess strong leadership skills and ability to generate enthusiasm among team members
- Ability to communicate difficult or sensitive information in a tactful fashion
- Ability to interact with a diverse group of client executives, managers and subject-matter-experts as well as users
- Proficiency in Microsoft Office applications
- Comfortable using Web-conferencing software and conducting virtual or in-person meetings/trainings
- Maintain sensitive or confidential client or company information in accordance with the signed Non-Disclosure Agreement (NDA)
- Willingness to learn and ask questions

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