

BDM Squared is a management consulting firm providing project management as a service and business process management as a service to our clients. We are seeking qualified **Project Managers**. The ideal candidate is a team player who will be responsible for working with company data in various business areas. They should have experience managing large scale, fast paced projects. The ideal candidate will have 5+ years project management experience and have managed projects in the \$1MM to \$3MM budget range.

**Responsibilities:**

- Responsible for leading project teams and managing all activities in a project life cycle (initiation planning, executing/controlling, and closing) associated with high visibility projects that are long-term, across one or more lines of business and carry a substantial impact to the relevant businesses.
- Interacts with senior leadership and major stakeholders to establish strategic plans and objectives for programs or projects.
- Consults with business partners to clarify and define complex project requirements, budgets, and business cases, including statements of work.
- Creates and delivers presentations on program or project goals and plans, including progress reports.
- Responsible for end-to-end program or project management, demonstrating ownership of the entire process from beginning to end.
- Develops and implements program and project level processes, procedures, and performance metrics.
- May be responsible for sourcing, negotiating, and managing outside vendors.
- Ensures program/project-related risks are managed according to the Project Management Policy.
- Leads project staff, including training and providing input to performance evaluations.

**Requirements:**

- 5+ years of project management / program management experience
- Experience managing remote teams
- PMP or other project management certification
- Bachelor's Degree or comparable experience
- Experience managing projects in the \$1MM to \$5MM budget range.
- Experience within a large corporate enterprise group.
- Experience managing corporate technology risk related activities
- Strong command of MS Project and Office toolset (Word, Excel, PowerPoint, Visio)
- Strong communication & presentation skills. Must be able to explain difficult/abstract concepts.
- Ability to use independent judgement and demonstrate initiative
- Proficient with Smartsheet (preferred)

**Comments:**

- This position is largely remote
- May require occasional travel during project initiation, requirements gathering and launch phases
- Candidates that are offered a position are required to pass pre-employment drug and background screening