

Status: Full-time, Employee
Location: Cleveland, OH
Job Title: Project Manager
Salary / Wage: Salary DOE

Job Description:

Insivia is seeking someone primarily responsible for planning, directing, and coordinating the activities of the project technical staff for web application development & internet marketing efforts. Functions as the team lead and is capable of envisioning, planning and deploying innovative solutions. Also, will develop and present strategies for improvement to existing client base and potential clients.

Essential Work Elements

- Oversees ongoing operations, ensuring the timely completion and delivery of projects.
- Acts as principal high level customer contact and manages client relationships. Identifies and responds to customer requests and ensure that potential sources of difficulty are made known to top management.
- Organizes and modifies the program or strategies to enhance or extend solutions.
- Assumes responsibility for all contracts administration within the program to include reading and understanding the contents of the contract, drawing up and meeting the deliverables schedule, and maintaining all required liaison with the customers/users.
- Consults with management and reviews project proposals to determine goals, time frame, funding limitations, procedures for accomplishing project goals, staffing requirements, and allotment of resources.
- Develops project plans specifying goals, strategy, staffing, scheduling, identification of risks, contingency plans, and allocation of available resources.
- Formulates and defines the technical scope and objectives of projects.
- Coordinates all recruiting and employment offers in line with company policies, procedures and practices.
- Monitors project results against technical specifications.
- Responsible for cost accounting and profit and loss.
- Develops and maintains technical and project documentation.
- Develops and implements quality assurance/customer satisfaction plans to ensure that high standards of professional excellence are maintained among the project staff.
- Responsive to the leadership of the corporation.
- Exhibits behavior consistent with the vision and values communicated by the corporation.
- Demonstrates support for corporate goals and objectives, contributing to the accomplishment of the overall mission.

Required Skills

- Strong verbal and written communication skills.
- Demonstrated customer relation skills
- Ability to effectively establish and meet deadlines
- Experienced in project management, Internet Marketing & IT systems development
- Demonstrated ability to analyze complex problems, research and synthesize data, and propose unique solutions or alternatives.
- Proven leadership skills

Consideration Requirements:

In order to be considered for the position you must submit the following to hr@insivia.com:

- A resume detailing your qualifications and experience.

About Insivia: www.insivia.com

Insivia is a client-focused, full circle marketing communications firm.

our mission: help organizations reach practical business goals by harmonizing marketing and technology. Brand recognition. Sales growth. Efficient transactions. Customer satisfaction. Cost savings.

our expertise: devising integrated communications strategies.

That means developing and integrating a range of products and services custom-tailored to make your electronic presence work- from generating leads to closing sales and improving customer retention. We provide the plan, the design and the integrated tools that produce better, faster, more efficient sales and marketing results.

our promise: you come first.

It's that simple. We ask a lot of questions, listen well, and then deliver just what you need. We connect with you so we can connect you to the people you need to move.