



Cabedge / Atiba Project Manager Job Description

Summary

Atiba Holdings, LLC is about Good People doing Good Work, with the client's overall experience and accomplishment of business goals at the heart of everything we do. This company is not about us, it's about our client's experience with us.

Project Managers are charged and challenged with owning specific project-related deliverables and delivering a high-quality client experience via the following:

- Owning project success
- Being the first line of daily communication with clients
- Providing immediate response time to client and team member questions
- Putting the project first
- Working as a team with all Cabedge / Atiba employees and clients to meet and exceed project related quality, budget and timeline requirements.
 - Holding team members and client accountable for timeline and budget
 - Making strategic decisions based around providing the best Client Experience
- Learning, understanding and implementing the Atiba Project Management Methodology
- Using provided Project Management Software/Tools at a high level to engage team members and clients, and create efficiencies within projects.

The Project Manager is about making sure good work is getting done on time, and under budget.

Responsibilities

- Own specific project-related deliverables as assigned by Cabedge Managing Director and Atiba Project Engagement Ownership Team.
- Develop a deep, strategic understanding of all project requirements, and work to create effective documentation to push the project forward.
 - Project charters
 - Features and Functionality Requirements
 - Risk Management Documentation
- Lead client meetings, discovery/define sessions as needed
- Must mind and respect project budget, while looking for strategic opportunities to make project better within scope
- Collaborate and work with the Managing Director, Creative Director, project managers, developers

Administrative Responsibilities

- Must meet or exceed minimum annual individual billable goal
- Must fully support Managing Director in empowering and encouraging all team members to meet or exceed their minimum annual individual billable goals while maintaining project success

Required Skills

- Undergraduate degree in business, communications, technology or related field preferred
- Must possess a thorough understanding of web-centric interactive communications, processes, and web project management as well as industry best practices
- Knowledge of project management methodologies, such as Agile, PMI
- Knowledge of project management tools, such as Microsoft Project, Basecamp and others
- Ability to communicate effectively, both orally and in writing.
- Must be a master time manager.
- Collaboration. Communication. Confidence.