

Associate Project Manager (2-3 years' experience)

Full-Time position located at MXOtech in Chicago, IL

MXOtech is a technology consulting firm with a focus on custom software development and outsourced IT Managed Services. Our custom software development division specializes in the healthcare industry providing customers with custom healthcare driven web applications and portal development, business intelligence and data/system integrations. We're a growing boutique firm located in the West Loop looking for an Associate Project Manager.

Overall responsibility:

MXOtech is looking for an Agile (specifically Scrum, though additional experience with other frameworks is a plus) project manager experienced in leading application development and consulting teams. Such an individual should be well-written, well-spoken, and organized. This person must have a track record of helping teams break down big projects into vertical slices of business value, understand how to help teams size work, track velocity, predict runway, and clear impediments. This individual must have demonstrated skill at coaching teams and leading.

Additionally, MXOtech project managers serve as a proxy-product owner for our clients. They are responsible for understanding the ROI, business case, and requirements for customers. In this product-owner-by-proxy paradigm, the project manager assumes this role for the project team.

Primary Duties and Responsibilities:

- Becoming single Point of Contact for all assigned projects with responsibility for project deliverables and quality
- Requirements gathering and project backlog management
- Project planning and tasking
- Managing the statement of work as well as other project issues, risks, and changes
- Managing key customer relationships at all levels, including executive and senior management
- Managing project schedule, resources, communication, and margins
- Facilitating the progress of the implementations to ensure that timelines and customer goals are achieved
- Working with customers to prepare them for the operational ownership of their new solution

- Develop project management processes to continually reduce cost, increase quality and develop more effective methods of communication

Qualifications:

- Passion for leading project teams
- Experience communicating with customers/managing customer relationships
- Strong organizational skills to manage and monitor multiple simultaneous projects
- Must be a team-player with the ability to work within a collaborative environment
- Excellent interpersonal skills, ability to work with diverse personality types
- Understands how to drive projects from a business functionality perspective
- Understands how to slice development projects vertically (functionality) versus horizontally (tech layers, such as a database)
- Ability to coach a technical team to break down complex problems into manageable chunks of work
- Strong facilitation and coaching capabilities
- Experience with business applications and familiarity with the application development lifecycle
- Proven track record of successful projects
- Excellent analytical skills and ability to learn quickly
- High motivation and desire to grow the client relationships and exceed project expectations
- Passion for excellence and process improvement
- **1-2 years of experience with Agile**
- Undergraduate degree from an accredited university preferred
- Must have a sense of urgency

Perks:

- Three different BCBSIL health plans, dental, vision and tax-savings health and commuter benefits
- 401k retirement planning opportunities, Divvy bike passes, cutting-edge training opportunities, company lunches and breakfasts, team awards, special company events and celebrations housed within a modern, cozy, work environment.

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