



IT Project Manager/ Coordinator

MB Technology Solutions, a provider of customized IT services located in Creve Coeur's City Place, has a newly created career opportunity for a Project Manager to join our growing team. If you are ready for growth and an environment that stays ahead of technology trends, then MB is the place for you!

MB offers its associates an opportunity to learn and continuously develop their skills throughout their career. We pride ourselves on being strategic, technology partners with our clients and we understand our associates make the difference in providing excellent client care.

The IT Project Manager will ensure execution and delivery of project objectives in adherence with the company methodology, through management of all project dimensions: Scope, Time, Cost, Quality, Performance.

Responsibilities Include:

- Managing milestones of client projects, ensuring on time delivery with complete client satisfaction.
- Actively participating in business meetings ensuring accurate requirements and information on the current systems.
- Guiding the project team in the day-day work activities ensuring cross functional communication and execution.
- Owning and delivering project objectives for clients as well as for MB Technology Solutions.
- Outlining key project success factors and ensuring timely and concise client communication.
- Designing the project scope, deadlines and budget in collaboration with engineers.
- Defining the project plan including critical milestones from launch to closing, according to selected implementation methodology.
- Monitoring and reporting project costs and risks to MB leadership. Identifying and mitigating risks to project budget.
- Proactively identifying changes that may affect the project.
- Communicating progress against objectives of the project to all stakeholders.

Job Requirements and Qualifications

- BA preferred
- Minimum of 2 years' experience in Project Management or Coordinator role, preferably in a technology environment
- Desired but not required: PMP certification, Microsoft Project Certification

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