

Project Manager

Product Manager will be responsible for managing multiple products and projects across Business organization. This key individual will provide project/product management, serve as the primary contact for stakeholders on Volusion initiatives, responsible for following systematic project management protocols and practices while managing initiatives from planning to implementation, to monitor the progress of both large and small scale projects, and primarily manage rapid-response type projects.

RESPONSIBILITIES:

- Requires accurate and timely information for the assigned business units, accomplished through understanding the unit's operations, objectives, goals, key business issues and priorities
- Defines projects, collects requirements, writes functional specifications (use cases, business rules, risks)
- Coordinates efforts to scope, schedule, and deploy new features sets
- Analyzes cost/benefit of feature selection and communicates results throughout the organization
- Provides estimates of both projects, budget tracking and manages expectations of those estimates
- Defines and manages product roadmaps
- Coordinates priorities, schedules, plans, and necessary resources to ensure completion of projects on schedule and according to specification.
- Assists more senior associates in achieving business results by:
 - Identifying opportunities to enhance the effectiveness of business processes
 - Providing training and technical guidance to less senior staff, where appropriate, and serving as point-of-contact for problem resolution
 - Achieving results against budget within scope of responsibility
- Demonstrate an awareness of personal strengths and areas for improvement and act independently to improve and increase skills and knowledge.

SKILLS/QUALIFICATIONS:

- 3-4 years of solid program/project management experience
- One or more Agile methodologies (SCRUM, XP, AUP)
- Expertise and proven track record in managing complex, multifunctional initiatives.
- Experience with high volume, transactional web applications.
- Exceptional project/program management competence and skills.
- Strong business acumen and service orientation.
- Ability to manage projects in a highly dynamic Web environment.
- Able to make decisions in a timely manner
- Able to work in a matrix organization, partnering with resources to achieve results through others
- Able to develop and maintain effective relationships with a broad group of stakeholders
- Exceptional communication skills
- Strong mediation skills to facilitate a constructive approach to dealing with conflict
- Able to integrate and balance priorities, work activities and resources for the benefit of multiple key stakeholders