**Senior Project Manager**

Stellar seeks a Senior Project Manager who will be responsible for leading efforts to deliver small- to medium-sized digital projects requiring a variety of resources and various levels of functional integration. The Project Manager must deliver projects on time and within budget, have excellent documentation skills and technical knowledge, and be both internally team-focused and externally client facing. An entrepreneur spirit is a plus.

**The Role**

Strategic Work:

- Determine, document and manage project scope, goals, timelines and milestones.
- Capture business requirements and use cases and drive them through the production life cycle (e.g. information architecture, user interface design, content strategy and development, visual design and front-end coding, usability and distribution).
- Provide input/support to Business Development efforts.
- Support ongoing opportunities to improve work processes for Stellar.
- Build long-term relationships with new and existing clients.

Tactical Work:

- Establish project scope and deliverables.
- Create and maintain accurate project documentation such as statements of work, functional specifications, content documentation, change orders, meeting recaps and project status reports.
- Create project plans to ensure the project goals are communicated to all team members and kept within time and budget constraints.
- Manage teams of Information Architects, Designers, Developers, and contractors, through the life of the project.
- Plan and manage internal and external project communications, ensuring effective exchange of project information and deliverables.
- Conduct timely and productive review meetings; distribute agendas, communicate purpose, direct conversation to achieve goals within the time allotted, and provide subsequent meeting notes.
- Communicate project status with team members, management and stakeholders on an ongoing basis via weekly status reports and/or other methods as needed.
- Identify project risks and mitigate such to minimize impact on the project.
- Manage changes to the project scope, project schedule, and project costs.
- Track payment milestones and ensure the timely delivery of invoices, and budget profitability.
- Build mutual trust and encourage respect and cooperation among team members. Motivates the team, boosts morale and ensures project efficiency.

**The Top Things We're Looking For**

- 7-10 years of experience in website/tablet/mobile, software or interactive medium production and project management.
- Possess excellent organizational, verbal and written communication skills.
- Able to focus and deliver under pressure.
- Able to handle multiple priorities, while leading internal teams to the successful delivery of all projects.
- Excellent in project risk assessment and course correction.
- Expert in project management tools (including MS Project), and capable of assessing need for new tools and implementing them.
- Able to supervise and perform associated administrative tasks relevant to the project.
- Able to delegate tasks to maximize efficiency.
- Have a positive and constructive demeanor and a willingness to be held accountable for own actions.
- Current with competition and industry trends.
- Job knowledge: Understand duties and responsibilities, has necessary job knowledge, necessary technical skills, understands company mission/values, keeps job knowledge current.
- Dependable: Meet commitments, work independently, accept accountability, handle change well, set personal standards, stay focused under pressure, and meet attendance/punctuality requirements.
- Take initiative: Tackle problems and take independent action, seek out new responsibilities, act on opportunities, generate new ideas, practice self-development.
- Team player: Listen to others and values opinions help their team to meet goals and promote a team atmosphere.
- Self-motivated, organized and accountable
- Humble in victory, constructive in defeat
- Willing to fight for good ideas, but always a team player
- Self-starter, driven, focused, eager