

The Ascendant Group Limited, which is a publicly traded investment holding company, invites applications for the position of

## Project Manager/Business Analyst

**Key Job Responsibilities:** The Project Manager/Business Analyst manages the full life cycle of any project. The main responsibilities include but are not limited to:

- Manage and prioritize multiple projects and rapidly adapt and respond to changes in priorities or scope
- Analyze and document business needs and establish systems requirements and recommend technical options as appropriate and evaluate project risk
- Manage projects from initiation to closure, working with stakeholders to complete business cases, project charters outlining scope, goals, deliverables, resources, budget and timing, WBS and project plans
- Follow change management methodology
- Clearly communicate expectations to team members and stakeholders
- Act as mediator between stakeholders and team members
- Provide regular status reports and ensure project documentation is complete
- Manage customer expectations

**Key Job Requirements:**

- University degree, preferably in Computer Science, Business Administration or equivalent education and experience
- Project Management certification from PMI or any other well respected governing body
- Minimum of 3 years project management experience (managing entire project life cycle)
- Demonstrate knowledge of SDLC, application development best practices, working knowledge of business/financial systems concepts, database management and experience with databases, middleware, application integration, development tools/languages incl. advanced knowledge of business applications (MS Project, Visio and Excel)
- Excellent communication and written skills
- Good basic IT network knowledge
- Demonstrate effective problem solving skills
- Attend to detail/follow through while managing time productively
- Cooperate well in a team environment and build rapport with customers and vendors
- Comply with Ascendant Group rules and standards

Ascendant Group Limited is a drug, alcohol and smoke free environment and, as such, requires all applicants to successfully pass a pre-employment drug and alcohol screening prior to an offer of employment.

**Application deadline:** Tuesday, December 23, 2014

**Apply to:** Human Resources  
P.O. Box HM 3392, Hamilton HM PX

**E-mail:** [recruitment@ascendant.bm](mailto:recruitment@ascendant.bm)



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