

# Project Manager

## HSBC Technology Services

Closing date: 6 March 2015

HSBC Bank Bermuda Limited is seeking a Certified Project Manager for its Technology and Services Organization. The successful applicant will be responsible for all Project Management activities for a business or technical area, or a specific section of a major business or technical area, including the support of multiple systems/services and possibly the development of major or new systems or system enhancements. In addition, the incumbent may also oversee analysis of technical staff and will assume primary responsibility for liaison with senior staff in the relevant user area, outside vendors or other systems areas and will oversee the scheduling and prioritizing of all work within this business technical area. Responsible for best practice project management implementations and delivery of high quality services or products within agreed timeframes and budgets

### Major responsibilities

- Initiating, developing and implementing new systems, services, products and /or processes for the business or technical areas, providing and/or coordinating analysis and design of system enhancements or new system development projects
- Developing plans for new projects, budgetary impact, implementation schedules, identifying resources, and associated risks for initiatives. Obtaining necessary Program Management Office approvals and managing cross functional workgroups  
Ensuring existing systems and data integrity are maintained, correct procedures are followed and an acceptable level of service is provided to the user departments
- Identify, understand and mitigate against Risks to the Bank and ensure compliance with Audit and Internal Controls requirements
- Lead cross functional, geographically diverse teams effectively, with the ability to work in evening hours with offices in other jurisdictions, especially in Europe and Asia

### Minimum qualifications

- Minimum of a Bachelor's degree preferably in Computer Science or other technology related area; must possess PMP (Project Management Professional) certification or equivalent, in good standing
- At least five years' experience in a similar role, preferably within the Financial Services industry
- Expert knowledge in computer applications; i.e. Microsoft Excel, ability to analyze problems, prepare reports and make recommendations for improvements/streamlining. Advanced knowledge in Project Management, Project budget, resource forecasting, and performance management an asset
- Excellent written, verbal communication, organizational, and time management skills
- Advanced knowledge in PMI's Project Management process, Systems Documentation, Budgeting, Computer Hardware, Mac/PC/Micro Computers, Systems Management and Performance Management

Interested applicants are invited to apply by sending your résumé and cover letter to:

**Email:**  
recruitment.dept@hsbc.bm

**Fax:** 299 6524

**Post:** Recruitment Department,  
Human Resources, HSBC  
Bank Bermuda Limited, 37  
Front Street, Hamilton HM 11

Application forms are available in all HSBC branches and at [www.hsbc.bm](http://www.hsbc.bm). All enquiries will be held in strict confidence.

