

For over 30 years, Applied Computer Technologies has been a leader in the Bermuda Marketplace offering a large portfolio of technology products and services to fit the evolving needs of our customers. We believe in building strong relationships with our clients and partners, leveraging market leading technologies and services to achieve success.

ACT is seeking to employ a **Director of Project Management**. As a member of the management team the candidate will be accountable for leading the project delivery team, managing the projects scope, budgeting, and scheduling to ensure the project meets the organization's needs.

DUTIES AND RESPONSIBILITIES

- Responsible for the definition and maintenance of the standards of project management and process.
- Support the successful delivery of projects undertaken by Professional Services team through effective facilitation, tracking and reporting.
- Responsible for the establishment and management of a project methodology incorporating structures, standards, processes, documentation and reporting which is agile, fits the needs of the project and puts emphasis on the quality of decision making and timely project delivery.
- Maintain processes to ensure project management documentation, reports and plans are relevant, accurate and complete.
- Track and report on project portfolio performance, providing a real-time, comprehensive, and prioritized view of all projects.
- Monitor project overhead and capital expenses to ensure achievement of cost efficiency and acting to correct any adverse variances.
- Contribute to the flow of communication within the team, by actively participating in team meetings.
- Act as a reference point for PMO queries and information and an advocate for best practices in project management.
- Understand the deliverables of internal and external PMO stakeholders and contribute to success through cooperative and collegial processes.
- Maintain and update the project management framework and disciplines necessary to support a PMO.
- Prepares and submits reports as required by members of the Executive Team.
- Perform other such roles and duties as may be reasonably required by the Head of Services or by any other representative of the Employer designated from time to time by the Employer.

EXPERIENCE

- Minimum of 10 years' experience as a senior Project Management resource.
- Understanding of the principles and frameworks of successful project management from a support perspective.
- Previous experience working for a solutions provider and working with multiple clients simultaneously.
- Excellent understanding of IT infrastructure from a project management perspective.
- Demonstrated capability for problem solving, decision-making, sound judgment, and assertiveness.
- Experience in working directly with customers and acting as a liaison between IT technical resources and business.
- Experience in the development, preparation and presentation of standard project management reports.
- Project management training and certification.
- Exceptional consulting, customer service and relationship building skills, with the ability to successfully interact with a wide range of people.
- Excellent oral and written communication skills as well as excellent presentation skills with ability to conduct presentations comfortably to large groups.
- Ability to work evenings and weekends as required.

Interested candidates should apply in writing, referencing the position you are applying for, with a resume, no later than February 15, 2019 to:

Human Resources
Applied Computer Technologies Ltd.
P.O. Box HM 2091, Hamilton HM HX
or by email to: careers@act.bm

ACT is an Equal Opportunity Employer

it starts with >>

Applied Computer Technologies

