

Truematter job description

Project Manager / Usability Specialist

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OVERVIEW

Project Manager

Project Managers oversee and direct multiple projects and ensure that they meet or exceed internal and client business expectations and are delivered on time and within budget. Project Managers communicate relevant project information to the client on a regular basis, including status, project risks, issues, deliverables, change control, and billing details. They may also participate in the business development and account management process.

Required Qualities

A *Project Manager* must possess the following qualities:

- Strong affinity for the Internet and the digital lifestyle.
- Insatiable need to bring projects in on time and within budget.
- Zealous drive to make interactive technology better for real people.
- Detail-oriented and highly organized work style.
- Fearless ability to speak with clients frankly and honestly.
- Excellent ability to write excellently, clearly, concisely, and quickly.

RESPONSIBILITIES

Project planning

Work with internal teams to determine project scope, approach, deliverables and schedule. Collaborate with team to estimate overall project costs accurately. Plan project resources in accordance with internal goals.

Lead clients through the project process

Lead the client from project inception through completion including status reports, change control, project schedule, project budget, meetings, approvals and documentation. All the while, focus on achieving the client's business goals.

Lead internal teams through the project process

Coordinate all activities of the internal project team including scheduling, internal status, meetings, maintenance of internal project tracking tools and communication of deadlines, risks and priorities.

Bring projects in on time and within budget (or change)

Manage project scope and change control assiduously throughout the process. Focus on projects' relationship to internal business goals. Communicate all issues early and clearly. Balance project quality (fundamentally essential) with profitability (obviously essential).

Become a usability fanatic

You must become a tireless advocate of usability, and grow expertise in this area. You will participate in usability reviews, tests, prototyping and evaluations.

ESSENTIAL REQUIREMENTS / SKILLS

- Basic grasp of the Web development process including design, writing, technology, and strategy.
- Advanced personal organization and time management skills (This goes without saying).
- Impressive written and oral communication skills.
- Strong proficiency with Microsoft Office and Microsoft Project.
- Ability to multi-task and meet tight deadlines.

PRFERRED REQUIREMENTS / SKILLS

- Experience with content management systems (E.g., Drupal, WordPress, etc.) is desired.
- Proficiency with Adobe InDesign is a distinct plus.
- Web consulting experience preferred.

EDUCATION

BA or higher in one of the following fields is preferred:

- Project Management
- Business Administration
- Human-Computer Interaction
- English/Journalism
- Communications
- Library Science

EXPERIENCE

2-4 years demonstrable experience managing Web, Web application, or mobile interface projects. If you lack this amount of experience, you will have to WOW us with your innate understanding of project management as it applies to interactive projects, and you must have an outstanding ability to grasp and execute the position's requirements.

Related coursework or employment experience in some of the following is recommended:

- Project Management
- Microsoft Project
- Human-computer interaction
- Usability
- Psychology
- English/Journalism/technical Writing

EVALUATION CRITERIA

Applicants evaluated based on experience, interview and references.