

J O B P O S T I N G

Atlanta Office Chicago Office

JOB TITLE: Project Manager

DEPARTMENT: Corporate Information Services (CIS)

Exempt Nonexempt

DUTIES & RESPONSIBILITIES:

- Creates and executes project work plans and revises as appropriate to meet changing needs and requirements.
- Identifies resources needed and assigns individual responsibilities.
- Reviews deliverables prepared by team before passing to client.
- Effectively applies CIS development life-cycle methodology and enforces project standards.
- Prepares for post-project reviews and quality assurance procedures.
- Minimizes our exposure and risk on project.
- Ensures project documents are complete, current, and stored appropriate.
- Tracks and reports team hours and expenses on a weekly basis.
- Manages project budget.
- Holds regular status meetings with project team and keeps project team well informed of changes related to the project.
- Delivers engaging, informative, well-organized presentations.
- Manages day-to-day client/project interaction.
- Communicates effectively with clients to identify needs and evaluate alternative business solutions and continually seeks opportunities to increase customer satisfaction and deepen client relationships.

SKILLS & KNOWLEDGE REQUIRED:

- Possesses general understanding in the areas of application programming, database and system design.
- Understands Internet, Intranet, Extranet and client/server architectures.
- Possesses a thorough understanding of our capabilities.
- Maintains awareness of new and emerging technologies and the potential application on client engagements.

APPLICATION INSTRUCTIONS: Provide a current resume and cover letter addressing your experience in the specified requirements and forward them to careers@marclife.com

August 22, 2007