

Job Title

Senior Project Manager

Interests, Knowledge and Skills

- Interest in working with a team to develop leading edge web applications, mobile applications and dynamic document systems
- Interest in working with clients to analyze requirements and define solutions
- Interest in working with SmartDoc personnel to develop project plans and budgets
- Project Management knowledge
- Website and software development knowledge
- Excellent verbal, written and interpersonal skills
- Excellent MS Excel, PowerPoint, and MS Project skills
- Client contact and presentation skills

Experience

- Must have 2 to 10 years of professional experience as a Project Manager in website, software or similar IT development projects.
- Must have experience leading a client and project team through the different milestones of a project to a successful solution.
- Must have experience growing business with your clients.

Education

- Bachelor's Degree Required

Benefits and Interviews

SmartDoc Technologies offers Health Insurance, 401k, paid vacations, annual bonuses and other benefits for all full time employees. Please send your resume to the following address:

- jp@smartdoctech.com