



Position description

Position Title: Project Manager

Overview: The Project Manager will be directly involved in both project delivery and account management. They will lead project teams and drive the day-to-day activities that are required to ensure on-time delivery and client satisfaction. Additionally, they will be responsible for structuring and executing project approaches that deliver on the client objectives. A growth objective will be to begin to identify, qualify and close new business opportunities.

Key Responsibilities:

- Leads implementations throughout all phases of an automation project, reporting to the project executive assigned to the account
- Works with the client to identify and prioritize business functions and business processes to be evaluated as automation candidates
- Leads the client in process selection activities utilizing Machina's proprietary Machinability Factor tool
- Serves as Subject Matter Expert on process automation solutions
- Maintains 85% chargeability on one or more client accounts simultaneously
- Presents project status and deliverables to both client executive and user-level audiences
- Serves as the internal escalation point and design authority for project issues for team members within an automation project
- Creates, maintains, and educates project team and client on RPA and industry best practices
- Provides client implementation quality assurance reviews by ensuring alignment with best practices
- Validates that the designed solution will meet the client's business requirements
- Provides sales and pre-sales support through estimation, RFP/RFI responses, sales proposals and hands-on demonstrations as needed
- Serves as a mentor and role model for the consulting staff
- Coordinates and conducts employee performance appraisals for consulting staff

Qualifications:

- Bachelor's Degree in Finance, Accounting, Engineering, Economics, or a related IT field or equivalent experience in a related field
- Solid understanding of the business value chain in the energy industry
- Deep understanding of process life cycles across the energy industry
- *IIBA Certified Business Analysis Professional* or other BA certification is a plus
- *PMI Project Management Professional* certification is a plus
- Ability to work as part of a project team structure or independently as necessary
- Ability to work onsite at client locations

Skills:

- Excellent client-facing skills
- Proven leadership skills with teams of 5 or more professionals
- Project management and account management skills
- Excellent written and oral communication skills

Experience:

- 5-12 years of consulting experience
- 5-12 years of project implementation or custom solutions experience
- Experience with Robotic Process Automation is a plus

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.