

POSITION TITLE:

Project Manager

DEPARTMENT: Operations

LOCATION: Wenatchee, WA

COMPENSATION: Negotiable - Based on experience

BENEFITS: Paid leave, medical, vision, dental, short, long, life and 401k

SCHEDULE: Full Time

TRAVEL: Periodically

JOB DESCRIPTION:

The Project Manager is responsible for delivering projects on time, on budget and within the defined scope. In this role you will properly manage resources, schedules, and financials throughout the project life cycle. This also includes management of issues, risks, and project change requests to ensure successful and on-time project delivery. As the lead you will be accountable to implement structure and best practices as it relates to improving project delivery.

This position has the authority to run the project on a day-to-day basis. You will have control to ensure the project produces the required deliverables of quality, within the specified constraints of time and cost and to achieve the goals and objectives defined in the project charter.

KEY RESPONSIBILITIES:

- Drive the activities to define the project scope, budget, and timelines.
- Facilitate initial kick-off meetings and manage the stakeholder expectations around project scope, delivery timeframes and expected business impacts.
- Create upfront project charters for each project to clearly articulate project goals and the strategies for achieving the goals.
- Develop and execute an efficient internal communication strategy to ensure project communication with all levels of management and within the team.
- Procure adequate resources to achieve project objectives in the planned timeframes.
- Provide coaching and guidance to the project teams so they understand their tasks and act on them per the project schedule.
- Develop full scale project plans and track project deliverables using MS Project or Smartsheet.
- Manage project budget in coordination with the finance and operations team.
- Conduct risk management analysis and quick turnaround mitigation if applicable.
- Constantly monitor and report on progress of the project to stakeholders.
- Present reports defining project progress, challenges, risk, and solutions.
- Implement and manage project change requests, sign-off and adjustments to scope, timelines and budget.
- Create a project intake process and mechanism for prioritizing and managing the N2 project pipeline.

- Conduct project evaluations and assessment of results – facilitate lessons learned within 3 weeks of project closure date.
- Build and implement best practices to improve future project delivery.

QUALIFICATIONS:

- Bachelor’s degree or equivalent of 5+ years of progressive experience in project management.
- Proven experience in implementing and executing project management methodologies.
- Ability to balance multiple projects simultaneously.
- Strong business analysis skills to help identify risks and roadblocks before they impact the project.
- Experience in working directly with customers and managing expectations throughout the project life cycle.
- Proficient in MS Project, Smartsheet, Excel, Visio, PowerPoint, and SharePoint with experience presenting to stakeholders and senior leadership.
- Excellent written, verbal and presentation skills.

SCREENING BEGIN DATE: June 12, 2019

POSTING CLOSE DATE: Depending on Applicant Pool

REQUIRED APPLICANT DOCUMENTS:

- Resume
- Cover Letter
- Three professional references

BACKGROUND CHECK:

Requires a background check.

ABOUT US:

Native Network, Inc’s mission is to connect tribes, tribal entities, small to mid size business and governments with next-gen telecom, broadband & digital solutions that empower them to prosper for generations to come. We provide business solutions such as VoIP & Hosted PBX, High-speed Fiber Internet, Mobile Wireless, Office 365 & Cloud, Website Design & Development, Social Media and more

OUR CORE VALUES:

As members of Native Network, Inc’s organization, we shall strive to exceed our customers’, employees’, shareholders’, and communities’ expectations by conducting our business with the following values as our guide.

We:

- Are customer focused and quality driven
- Have a sense of urgency
- Deliver on what we promise
- Are honest and respectful
- Work as a team
- Have a passion for excellence
- Will do whatever it takes

EEO/AA STATEMENT:

Native Network, Inc. is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, national origin, age, sex, religion, disability, sexual orientation, marital status, veteran status, gender identity or expression, or any other basis protected by local, state or federal law. This policy applies with regard to all aspects of one’s employment, including hiring, transfer, promotion, compensation, eligibility for benefits and termination.