Project Manager

Recognized for more than 25 years of growth in visual data mining technologies, Salient delivers a lightning-speed solution that empowers people and impacts business at all levels. As an industry leader, we attribute our success to our cutting-edge technology and to the contributions of our dedicated, forward thinking employees.

We offer a fast paced work environment. We focus on the professional development of all employees. As part of our generous compensation package, Salient offers paid time off between Christmas and New Years. We foster open communication and are committed to a team oriented environment.

We are seeking a Project Manager to provide project management and coordination across departments to ensure the efficient deployment of Salient software and version releases. This is a full-time, exempt position that will be located in Horseheads, NY.

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the minimum knowledge, skills and/or abilities required.

Education/Experience
- B.S. degree and 3-5 years of previous project management experience preferred.

Primary Duties & Responsibilities:
- Define and understand the business case for small projects and assist senior project management team with larger projects.
- Assist with the creation of all project documents, update documents, organize and ensure proper storage of artifacts and create plans for small internal/client projects.
- Document project activities, work with senior project managers to create project plan templates and ensure all project documentation is completed by the team.
- Establish a communication schedule and proactively facilitate weekly project calls.
- Organize and monitor projects through the use of Salient methodologies.
- Document and monitor change in scope and address scope changes with appropriate manager.
- Identify and evaluate risks on projects using input from senior project managers.
- Ensure all timekeeping and final project documentation is complete and properly stored. Distribute final documents and assist with analysis of project success.
- Foster working relationships with team members and associated departments.
- Monitor appropriate billing points for each contract.
- Strictly adhere to Salient and client security policy and procedures.

Preferred Skills or Knowledge
- Attention to detail
- Organizational skills
- Problem solving skills
- Ability to work cooperatively and effectively in a team setting

Technical Skills
- Microsoft Office/Clarizen
- Communication tools (Skype, WebEx)
- SharePoint

Measures of Performance
Demonstration of timely project documentation and reporting, number of small, internal projects, project risk registers and affirmation that change control logs and artifacts are current in Salient tools.

Salient Corporation is proud to be an Equal Opportunity Employer.

All qualified applicants will receive consideration for employment without regard to race, color, religion, creed, sex, sexual orientation, marital status, military status, veteran status, age, national origin, citizenship, ancestry, disability, predisposing genetic characteristics, domestic violence victim status, or any other status protected by law.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.