Senior Project Manager

Recognized for more than 30 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 and 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 an experienced Business Project Manager to provide support and project management oversight and coordination across multiple internal departments to facilitate successful completion of process or business projects. This position will provide skills to the Sales and Marketing departments. This is a full-time 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 8-10 years of previous Business and process development project management experience preferred. PMI PMP certification recommended

Primary Duties & Responsibilities:
- Effectively lead project teams while building positive professional relationships with customers and associates.
- Facilitate the evaluation of business and system requirements to establish project scope, goals, well-defined deliverables and resource needs for multiple large projects.
- Conduct comprehensive coordination and development of timelines, resources, scope, costs and relationships for projects.
- Coordinate the creation and updating of all project artifacts. Create templates for project plans.
- Track and report on multiple projects in different stages of development within the Marketing and Sales portfolio.
- Evaluate, document and maintain a traceability matrix for all change requests within projects.
- Identify, evaluate, track and mitigate risks on projects. Communicate risks and mitigation processes to all team members.
- Evaluate the outcomes of the project as established during the planning phase. Communicate project success and area of improvements to PM management, clients and stakeholders.
- Forecast and control billing and revenue recognition based on project milestones.
- Strictly adhere to Salient and client security policy and procedures.

Preferred Skills or Knowledge
- Strong leadership skills
- Experience facilitating meetings and requirements gathering sessions
- Exceptional oral and written communication skills
- Experience managing projects using agile methodologies
- Change management skills
- Ability to effectively communicate with technical resources/engineering department
- Ability to work cooperatively and effectively in a team setting

Technical Skills
- Microsoft Office
- MS Project/Clarizen or other Project Management Software
- Communication tools (Skype, WebEx)
- SharePoint
- JIRA/Confluence

Measures of Performance
Successful control and completion of projects within assigned portfolio, demonstration of timely project communication, documentation and reporting, use of project risk registers and affirmation that change control logs 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.