

Sr. Technical Project Manager-Infrastructure & Technical Operations

***DocPoint Solutions** is a Microsoft Gold Certified technology solution provider specializing in implementation, training, products and support of Microsoft Office SharePoint Solutions and its integrated suite of products. By combining state-of-the-art solutions with document management expertise and innovative approaches to systems design and integration, DocPoint Solutions utilizes the inherent value of Microsoft SharePoint to provide a full range of consultative services and support with a focus on Document and Records Management within ECM and a specialization in document capture*

Summary

- Lead project teams in solving business problems through the development of business processes, management control systems and coordination
- Represent the business need of a project or a specific component / scope within a project.
- Manage cross-functional project teams using leadership, communication, negotiation skills
- Serve as a lead resource around key business planning meetings and represent customer groups in discussions, as appropriate
- Develop the appropriate project plans, assign team roles and responsibilities, manage scope, deliver milestones, collect and analyze other project metrics to manage initiatives and drive accountability for the accomplishment of work packages and overall business solutions, including status / tracking of project progress and managing project trade-offs across scope, timing, and resources
- Provide status / tracking of project progress and managing project trade-offs across scope, timing, and resources
- Lead and/or contribute as an individual resource or subject matter specialist to cross-functional projects
- Demonstrate technical comprehension and system knowledge as required to successfully design, capture, formalize, document, integrate, version-control, and evangelize project solutions
- Be the central point of identification and management of project risk.
- Ensure customer satisfaction of solutions by managing the customer expectations and project deliverables.
- Ability to identify out of scope requests and manage a change control process with the business

Experience

- Experience managing enterprise-level initiatives
- Demonstrated proficiency with Project Management Tools and software, MS Project
- Ability to develop and track progress against project plans, scope, timelines, and changing prioritizations.
- Ability to work in a dynamic and rapidly evolving environment.
- Excellent oral and written communication skills with the ability to communicate with all levels of management and team members.
- Experience leading and working with both business and technical resources within and across various functional areas.

Qualifications:

- May require a bachelor's degree and at least 5 years of experience in the field or in a related area.
- Experience managing Infrastructure and Technical Operations related projects (environment roll-outs, IDC/co-location builds)
- Experience working on capacity planning initiatives in rapidly changing and growing environment
- Ability to design solutions, present alternatives, reach a consensus, control scope creep, dive into technical detail, match technical skills to technical needs, etc.
- Proven track record meeting budget and schedule while still meeting or exceeding business requirements and goals
- Experience with known project methodology
- Familiar with a variety of the field's concepts, practices, and procedures.
- Relies on extensive experience and judgment to plan and accomplish goals.
- Wide degree of creativity and latitude is expected.
- Ability to thrive when given a wide degree of latitude to manage projects.
- Excellent communicator and people leader

Optional Technical Skills

- Knowledge of Microsoft's current Office SharePoint Server platforms (2003,2007,2010) and supporting technologies.
- Experience with any of the following software is a plus:
KnowledgeLake - DocAve - Nintex