

Project Manager

There's an evolution happening in Avon, CT. iDevices, the preeminent consumer tech brand in the connected home industry, is growing a line of smart home products available at the largest retailers worldwide. We are creating "The Silicon Valley in the Farmington Valley" – so if you thrive at the intersection of Technology and Project Management then we want you to join our evolution.

Reporting to the Director of Product Management, the Project Manager will be responsible for planning, executing and evaluating projects according to predetermined timelines and budgets. Reporting to management and ensuring quality control throughout the project life cycles are central to this position. Excellent listening and writing skills and very strong technical competencies are essential.

RESPONSIBILITIES

- Manage project development from initiation to closure
- Work with vendors and suppliers
- Be accountable for project results
- Work with management to complete project charter outlining scope, goals, deliverables, required resources, budget and timing
- Complete work breakdown structure to estimate effort required for each task
- Provide a project schedule to identify when each task will be performed
- Clearly communicate expectations to team members and management
- Act as a liaison between team members and management
- Resolve any issues and solve problems throughout the project life cycle
- Effectively manage project scope by ensuring any changes to scope are documented and approved
- Track and report on project milestones and provide status reports to management
- Lead, coach and motivate project team members on a proactive basis
- Develop tools and best practices for project management and execution

QUALIFICATIONS

- Bachelors Degree or equivalent experience
- 2-4 years of Project Management experience is desired;
- PMI/PMP certification is a plus
- Keeping things organized, not getting caught off-guard, and keeping projects moving is critical to making them profitable.
- Must have excellent communication skills, be able to effectively explain technical concepts to non-technical stakeholders, and take management and partner needs and turn them into workable technical requirements that you can use to guide our engineering teams.

- In addition to strong technical skills, we need a person with business skills to make sure our projects generate profits.
- To fit-in with our team, you also must be a great communicator, smart, responsible, collaborative and self-driven.

Position is an in-house role and only local candidates will be considered.