



JOB TITLE: Project Manager

TERM: Contract (2+ years)

SALARY: Dependent on Experience

REPORTS TO: Senior Management

POSITION OVERVIEW

Candidate to become a valuable team member by providing project management and accounting, communication, leadership, customer management, and business development capabilities for a small company developing leading edge technologies to improve safety and security for federal and commercial clients.

POSITION LOCATION

Patriot Technologies, LLC headquarters is located at 4400 Leisure Time Dr., Diamondhead, MS. Approximately 5 percent of time may be spent for testing/visits at offsite test/implementation location (Gulfport-Biloxi International Airport). Occasional travel involved to meet with subcontractors and customers.

POSITION REQUIREMENTS

Minimum Qualifications

- A Bachelor's degree in a technical or management field and eight (8) years of recent experience in project management and supervisory roles.
- At least four (4) years of the total experience spent as a project leader managing resources, deliverables, and budgets for government-related projects.

Desired Qualifications

- Experience working in an aviation-related field, or working with aviation-related government agencies
- Familiarity with the FAA acquisition management system (AMS)
- Specialized training in project management methods and tools
- Experience with government contracting and cost reimbursable accounting methods
- Demonstrates a moderate to advanced understanding of engineering principles (hardware, software, power, and communications technologies) as it relates to the project
- Possesses advanced computer skills including Word Processing, Spreadsheets, Presentation software, and Project Management applications
- Ongoing awareness of new and emerging technologies and the potential application on client engagements

ESSENTIAL FUNCTIONS

Project Management

- Manages day-to-day operational aspects of a project and scope
- Prepares project status reports and keeps management, clients, and others informed of project status and related issues
- Develops project plans specifying goals, strategy, staffing, scheduling, identification of risks, contingency plans and allocation of available resources
- Identifies and schedules project deliverables, milestones and required tasks
- Implements standards and procedures for project reporting and documentation
- Reviews status reports prepared by project personnel and modifies schedules and plans as required
- Executes project work plans and revises as appropriate to meet changing needs and requirements
- Reviews deliverables prepared by team before passing to client
- Ensures project documents are complete, current, and stored appropriately

Project Accounting

- Prepares and presents the statement of work, WBS and proposals for identified subcontractors in conjunction with account management.
- Tracks and reports team hours and expenses on a weekly basis.
- Determines appropriate revenue recognition, ensures timely and accurate invoicing, and monitors receivables for project.

Communication

- Facilitates team and client meetings effectively.
- Confers with program management to provide technical advice and resolve problems.
- Keeps project team well informed of changes within the organization and general corporate news.
- Effectively communicates relevant project information to upper management.
- Delivers engaging, informative, well-organized presentations.
- Resolves and/or escalates issues in a timely fashion.
- Understands how to communicate difficult/sensitive information tactfully.

Leadership

- Encourages teamwork and effectively utilizes each team member to his/her fullest potential.
- Identifies opportunities for improvement and makes constructive suggestions for change.
- Mitigates team conflict and communication problems.
- Remains on the forefront of emerging industry practices.

Customer and Contractor Management

- Serves as the primary interface and point of contact with government program authorities and representatives on technical and program/project issues.
- Manages day-to-day customer and contractor interaction.
- Executes strategies to establish and manage customer expectations.
- Communicates effectively with customer to identify needs and evaluate business solutions.
- Continually seeks opportunities to increase customer satisfaction.

Business Development

- Identifies business development and "add-on" business opportunities as they relate to a specific project.
- Supports proposal efforts including contributing to project scoping and LOE assessments.