

Position Profile

September 2014

Project Manager – Unemployment Insurance



Mathtech, Inc. is a strategy and consulting services firm with offices in New Jersey, Virginia, and Arizona. With over 50 years of experience serving federal, state, and local government agencies, nonprofit organizations, and commercial ventures, Mathtech has built a solid reputation for successfully completing projects and working collaboratively with our clients.

Mathtech is neither a "body shop" staffing company nor a traditional recruitment agency, but rather a specialist in providing management consulting and IT solutions to our direct clients. A relationship with Mathtech goes beyond your first assignment – we maintain an extensive network of qualified consultants and technologists for our large direct client base.

Mathtech is seeking a qualified individual to join our consulting practice as a Project Manager. This individual will be responsible for overseeing the modernization of a Unemployment Insurance system for our client, a state government agency.

The Project Manager will be responsible for closely managing the project activities including:

- Preparing and maintaining a detailed project plan. This plan must identify and assign tasks, major milestones for the efforts of the project team, the estimated dates on which they occur, dependencies, and indications of critical path.
- Adhering to the client's PMO Program Methodology
- Coordinating all meetings and other project activities.
- Conducting regular project status meetings and publishing meeting minutes.
- Managing all vendor resources, including Information Technology Business Analysts. Ensuring that the efforts of the Business Analysts meet the stated objectives and that their responsibilities are completed for all program areas
- Assisting the State Project Director with the management of State project managers.
- Reviewing all project deliverables before submission to State Project team leaders
- Creating and maintaining project budgets and related budget materials.
- Identifying project risks and carrying out risk mitigation actions.
- Briefing key stakeholders routinely on project progress, issues, and risks.
- Ensuring the proper organization and documentation is in place.

Position Requirements:

- Bachelor's Degree in Business Administration, IT, Government, Information Systems
- PMI PMP certified
- Managed IT project(s) of similar size and scope
- Three (3) years of experience in verbal and written communications with clients and technical staff in English
- Three (3) years of Unemployment Insurance experience
- Demonstrated initiative and ability to work in a self-directed manner to accomplish objectives
- Demonstrated ability to be organized and multi-task; establish and follow priorities
- Demonstrated proficiency in using Microsoft-based office applications
- Demonstrated proficiency using Microsoft SharePoint

Work Location: VARIOUS

To apply, respond to recruiting@mathtechinc.com with the Position Title in the subject line of your email; please include a recent resume and a completed questionnaire if attached to this profile.