

# D.M.INSITE™ POSITION DESCRIPTION

**TITLE:** Senior Project Manager

**REPORTS TO:** Kim Planet, Vice President of Professional Services

**DEPARTMENT:** Professional Services

**LOCATION:** Headquarters, Covington, KY

## OVERVIEW

D.M.insite is seeking a hands-on Senior Project Manager that can roll up his/her sleeves and get things done. This newly open position will work with internal teams and clients to deliver quality and timely solutions that meet requirements. The implementations will be to build an ecommerce website for our customer built on our Mercury Platform.

## POSITION REQUIREMENTS

The successful candidate will hold a bachelor's degree with at least seven years of relevant project management experience. Candidate must have an IT consulting or professional services background with proven experience managing clients and teams to implement web products. The candidate must demonstrate excellent written and verbal communications, an ability to juggle multiple projects and priorities, a basic understanding of web and internet architecture, and a solid understanding of iterative software development processes. Management and ecommerce experience, as well as HTML, JS, CSS and C# are a plus.

## SPECIFIC DUTIES, ACTIVITIES AND RESPONSIBILITIES

Specific responsibilities for the Senior Project Manager include:

- Assist in defining and maintaining the project management methodology
- Successful execution of ecommerce website implementation projects that satisfy the customer executed on time, with quality, and within budget
- Management of the project schedule, milestones, deliverables and dependencies
- Management of the clients' experience/satisfaction, as well as their dependencies
- Manage team resources to ensure that projects are progressing properly and that each team member knows what is expected of them
- Document the functional specifications for projects
- Build and execute test cases
- Manage the user's acceptance testing phase and the go live process
- Manage scope and official change order process for out of scope requests
- Manage project risks
- Execute weekly project review meetings with customer
- Estimate new projects, participating in the sales process and writing proposals/SOWs

## To Apply

If you meet the position requirements and are interested in joining D.M.insite, send us your current resume and cover letter to:

D.M.insite  
Human Resources  
100 East Rivercenter Blvd.  
Suite 500  
Covington, KY 41011

P 859.261.8700

F 859.392.2047

[jobs@dminsite.com](mailto:jobs@dminsite.com)

