

Client Services – Project Manager

Bishop Fox is a rapidly growing, global information security consulting firm, serving as trusted advisors to Fortune 1000, financial institutions, and high-tech startups. Our mission is to secure our clients and their business. Our core practices include Enterprise Security and Assessment & Penetration Testing.

At Bishop Fox, we pride ourselves on an awesome culture with a keen focus on quality. We work hard, but have fun, too. Because we believe great people make great teams, we select our teammates carefully. Some of us are hackers and some of us are engineers – but we're all consultants with a passion for protecting our clients that brings us together.

Generous benefits, flexible hours, and opportunities for growth abound.

Position Description: Client Services – Project Manager

Reports to and supports: The PMO Manager

You like building and maintaining client relationships. You are friendly and outgoing, intelligent, detail-oriented, and willing to go above and beyond – essential qualities in delivering successful engagements

The Project Manager's role requires a great deal of multi-tasking. During any given day you will:

- Communicate – Connecting via formal and informal methods with our team and client team members to:
 - Set and meet client expectations
 - Ensure team members have the tools, documentation, and input they need
 - Manage scope creep, risks, and project issues, escalating as needed
- Coordinate – Collaborating with coworkers in order to:
 - Lead project team meetings, both internal and client-facing
 - Allocate resources and update schedules in our project management software
 - Voice resource scheduling or other concerns to the PMO Manager
 - Follow project closeout procedures and confirming client acceptance of final deliverables
- Document – Creating, maintaining, and distributing project documents that:
 - Communicate purpose, scope, activities, and deliverables
 - Provide status updates to clients as needed
 - Execute project management methodology hand-offs (internal alignment, client kick off, delivery, and closeout)

JOB REQUIREMENTS

- Managing project-based work for 2-3 years
- Client or customer service experience
- Intermediate knowledge of Word, Excel, MS Project
- Successful track record of:
 - Working independently
 - Managing multiple projects concurrently
 - Communicating accurately and professionally
 - Building positive interpersonal relationships with a wide variety of personalities and skill sets
- Familiarity with project management methodologies (PMBOK or company-specific methodologies)
- Bonus points if you've got experience in:
 - One or more programming languages
 - IT infrastructure and software design

JOB SNAPSHOT

Employment Type Full-Time

Job Type Project Management – Client Services

Education Not Specified

Experience 2 to 4 years

Manages Others Yes

Industry Consulting

Location: Phoenix, Atlanta, San Francisco Bay Area

Required Travel Negligible