



## **Project Manager**

### **JOB DESCRIPTION:**

Winner of the 2013 New York State Exemplary Employer Award and 2017 Long Island Innovator of the Year, the eVero Corporation is a software development and IT consulting company based in Melville. We are currently looking for a motivated and tech-savvy individual to fill the Project Manager position in our organization. The successful candidate will be the project coordinator between the sales, development and implementation teams.

### **DUTIES & RESPONSIBILITIES**

- Create & maintain comprehensive project documentation that follows the project lifecycle.
- Track progress of Project Rollout / Implementation Plan by coordinating resources and timetables.
- Coordinate with eVero Software Team on development tasks in alignment with client requirements and government regulations.
- Management of all development and implementation of our enterprise software application.
- Participate in orientation and training of new IT staff
- Run Project Status weekly meetings and develop Project Status Report(s)
- Measure project performance using appropriate systems, tools and techniques
- Perform high level follow up specific to the status of development related tasks
- Act as a liaison between eVero Technical Team and client regarding project issues.
- Understand current and future business goals and ongoing IT issues to ensure business success
- Responsible for not only all the duties listed above but other duties as assigned.

### **REQUIRED SKILLS**

- Strong aptitude for technology implementations
- Strong understanding of project management and transitions from paper to computerized systems
- Experience working with mobile development projects for iOS and Android devices
- In-depth knowledge of Windows Enterprise System
- Familiarity with Microsoft Office Suite inclusive of Microsoft Project
- Excellent networking, public speaking and communications skills
- Ability to disseminate tasks and stay organized in a dynamic work environment.

- Willing to travel as necessary

## **REQUIRED EXPERIENCE**

- Bachelor's degree in Computer Science, Information Technology or related field
- Three (3) years' supervisory experience in an IT Department
- PMP / PMI-ACP / PRINCE II certification
- Experience in the HHS marketplace (i.e.: Developmental Disabilities, Rehabilitation, Social Work/ Nursing) is a plus.

## **What eVero Offers:**

We know that hard work has to be balanced out with fun and quality of life. This is why we offer:

- A casual and comfortable work environment.
- Convenient to LIE and Route 110
- Team Building events
- Fully equipped Gym and Cafeteria on site
- Fully stocked Coffee room with all the necessary trimmings.

We offer a competitive salary with a comprehensive benefits package including medical, dental, long term disability, 401K, PTO and a flex-spending program.

If you are looking for a friendly environment and to be a valued team member, contact us today!

Contact with resume, cover letter and salary requirements:

Jeannine Azan

jeannine.azan@evero.com

(516) 750-4485

*The organization is proud to be an Equal Opportunity Employer. Employment with this organization is based solely on qualifications and competence for a particular position, without regard to race, color, ethnic or national origin, age, religion, creed, gender, sexual orientation, disability, or marital, military, or citizenship status.*