Looking for an opportunity to travel while delivering key business initiatives and playing a crucial role in designing and implementing new products and initiatives? We are looking to hire a great **Project Manager** for a global employment outsourcing organization. This role involves close collaboration with leaders across the organization, including operations, product & engineering, and finance teams, ensuring top-tier project management and process improvement.

**Key Responsibilities:**

* Define project scope and objectives.
* Organize detailed project plans to track and report progress.
* Perform risk management to minimize project risks.
* Create and maintain extensive project documentation.
* Deliver high-quality, on-time, and on-budget projects.
* Manage and communicate program results to keep stakeholders engaged.
* Drive effective change management and establish deployment strategies.
* Focus on client adoption and work closely with Account Management.
* Collaborate with product development, engineering, and operational teams.
* Utilize industry best practices throughout the project lifecycle.
* Support and mentor less tenured team members.
* Oversee the product lifecycle from ideation to distribution.
* Support product vision, strategy, and roadmap.
* Collaborate with cross-functional teams (e.g., product, engineering, marketing, sales).
* Gather and prioritize product and customer operational requirements.
* Ensure the product meets business goals
* Manage timelines, budgets, and resources.
* Coordinate teams to meet milestones.
* Track and report progress.
* Identify and mitigate risks.

**Skills and Experience Required:**

* Proven track record of delivering business-critical programs.
* Exceptional time management, facilitation, and organizational skills.
* Knowledge of change management and ability to influence outcomes.
* Excellent written and verbal communication skills at an executive level.
* Aptitude for analytical thinking and creative solutions.
* Competence in all aspects of project and program management.
* Ability to deal with ambiguity and work in a dynamic environment.
* Strong skills in program management, planning, and project implementation.
* Thorough understanding of project management principles.
* Effective communication and stakeholder management.
* Knowledge of project management tools such as Smartsheet.