

Position Description for:

Information Management Project Manager

This is a fast paced, multi-task position managing on site team members and project scope requirements. Projects include document and asset management services. Must be able to evaluate the status of projects and identify bottlenecks or challenges that require process change.

Implement identified processes for completion of projects.

Motivate and lead teams to meet quality and production goals.

Oversight and management of team members during project implementation

Communicate with staffing agencies to staff new projects

Maintain qualified personnel throughout projects

Gain proficiency in using the Company's business systems used to track and process all customer data and projects

Provide daily project reporting regarding staff, timeline and production

Gain proficiency in areas of document management, records management, and asset and inventory management.

Direct communication with clients regarding project updates and change requests.

Craft solutions appropriate to complete projects within requirement timeline and budget

Communicate project updates and changes to Operations Manager.