

# Accents Jobs

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## Project Manager

### Description

We are looking to hire a Project Manager for a client. This role will be responsible for project management, strategic planning, metrics development, and process development/improvement services, support for operations, management, analysis, and other business functions that support the successful accomplishment of missions and requirements.

### Responsibilities

- Responsible for all work performed and will be designated as Key Personnel
- Responsible for ensuring conformity to contractual obligations, establishing, and maintaining master plans and schedules.
- Perform day-to-day management of overall contract support operations.
- Develops Project Management Plan (PMP) which outlines the program management, risk management, and communications for all tasks and deliverables.
- Serves as the primary interface and point of contact with the Program Manager and client management.
- Addresses all project issues and supervises program/project operations by developing standard operating procedures, policies, and management plans to ensure the timely, cost-efficient delivery of products and services.
- Responsible for monitoring and reporting progress, strategic and tactical planning, and cost, schedule, and budget control.
- Performs day-to-day management of overall contract support operations, involving multiple projects and groups of personnel at multiple locations.
- Organizes, directs, and coordinates the planning and production of all contract support activities.
- Verifies the completeness, accuracy, and timeliness of all reported data 100% of the time.

### Qualifications

- Have a minimum of a bachelor's degree. A bachelor's degree in business management, Information Technology, or Engineering are preferred.
- Have an active Certified ScrumMaster (CSM) certifications. Have a minimum of five (5) years of experience in performing project management biometric experience and FR experience.
- Proficient in the following Microsoft applications: Word, Excel, PowerPoint, Outlook
- Ability to communicate effectively, both orally and in writing in English, with senior personnel
- Ability to read and interpret government policy, regulations, and directives and to apply those interpretations fully and legally to all activities described in this SOW.
- Demonstrated ability to make sound recommendations relevant to resource allocation and utilization, quality control and quality assurance.
- Strong organizational skills and ability to manage multiple or competing priorities.

### Hiring organization

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### Duration of employment

Five (5) Years

### Job Location

Washington DC, United States

### Date posted

August 19, 2024

- Strong analytical and problem-solving skills and attention to detail.