

Title: Project Manager – Professional Services

Description:

Vaya Group's continued double-digit growth means that we're looking for talented individuals to join our amazing team...*show us you're the right person for the job!*

This role is a key part of ensuring Vaya Group delivers projects on time and within budget. In this role you'll have the opportunity to establish standard operating procedures and implement general project management best practices.

Vaya Group's clients are some of the best-known brands in the world – and Vaya partners with them to create tailored talent management and leadership development initiatives.

Vaya's casual, informal office environment and innovative spirit blend with the security and stability of a proven and established consulting firm. You'll work within a diverse team of highly talented individuals in a fast-paced and flexible environment where culture, ethics, and people truly matter.

Initially we are working remotely due to COVID-19, but once safe this position will be based in our Warrenville office.

If you are a service-oriented individual who possesses strong planning and project management skills with a passion for helping organizations improve and deliver quality, then we want to talk to you.

Duties include:

- Serve as a critical liaison between client and internal consulting team
- Create and manage project timelines, including helping project leads anticipate and prepare for key delivery milestones
- Estimate project hours using internal resources and project knowledge
- Track budgeted versus actual hours to ensure profitability
- Partner with project leads to problem solve and adjust timelines based on project changes
- Lead regular client check-in calls to provide project updates; set and manage client expectations
- Manage resource allocation based on a holistic view of project work across the company
- Implement project management best practices throughout the organization
- Manage and develop project coordinator team

Required skills:

- Advanced proficiency in MS Word, Excel, Outlook, and PowerPoint
- Ability to learn internal software programs and comfort using a variety of technology solutions to do work
- Understanding of complex projects and ability to manage various project elements simultaneously
- Excellent written and verbal communication skills
- Ability to mitigate conflicts and risks

**Education/Experience:**

- Three years' experience in a project management role in a professional services or B2B company
- Experience providing project updates to senior level staff
- Experience interacting with clients
- Project management software experience; knowledge of Gantt charts, timelines, resource allocation
- Project management certification a plus

To apply please send your resume, cover letter and portfolio of previous work to recruiter@vayapath.com

About Vaya Group

We partner with organizations of all sizes to connect people strategy with business strategy and accelerate the success of both. We guide our clients to a clear definition of "great" and then map the right path to achieving it through innovative thinking, consulting, talent assessment, development and impact measurement. We help our clients and their people turn potential into performance.

We are a supportive, high-performing culture that lives by the *FLAMES*, our six core values:

- Forging Client Partnerships
- Learning Everyday
- Achieving Results that Matter
- Modeling Integrity and Respect
- Embracing the Power of Teams
- Serving our Community