Business Transformation Manager (Senior IT Project Manager). Queens University of Charlotte. Charlotte, NC. Build and maintain working relationships with senior management, team members, vendors, and other departments involved with projects.  Meet strict deadlines on a high volume of projects. Review, analyze, and evaluate business processes, systems and user needs and prepare project status reports.  Initiate, review, and approve modifications to project plans. Establish and execute a project communication plan.  Translate business needs into actionable requirements. Deliver solutions that accomplish business objectives with on-time delivery, budget adherence, and exceptional quality.  Schedule and facilitate meetings related to information technology projects. Identify need for initial or supplemental project resources. Develop and update project plans for IT projects including information such as project objectives, technologies, systems, information specifications, schedules, funding and staffing. Document requirements, define scope and objectives, and formulate systems to optimize overall business strategies. Develop and manage RFP and Vendor Selection process for software purchases, support procurement processing of Statements of Work and Purchase Orders, and process all contract-related artifacts and invoices. Oversee project tasks ensuring effective utilization. Manage financials closely to achieve the planned project budget, monitor and update monthly actual and future forecasts, and develop new/revised estimates as applicable. Define and execute communication cadence to keep both IT and business stakeholders fully informed. Identify and manage project risks/issues to closure and provide proper visibility to senior management.

Requires a Bachelor's degree in Business Management, Project Management, Computer Science, related or foreign equivalent and three (3) years progressively responsible project management experience. The experience must include 3 years: leading full Software Development Life Cycle (SDLC) projects from inception to post-delivery support with Enterprise Application Management, particularly ERP, CRM, and HRIS or similar; Client (internal or external) and Vendor Management; and utilizing relational database concepts. All hires must submit to a background check. Hours: M-F, 40 hours per week. To apply, send resume to: Attn: Human Resources, 1900 Selwyn Avenue, Charlotte, NC 28274 and reference Ref# 104270.