

Assistant IT Project Manager

International PROOF Systems (IPS) is looking for an **Assistant IT Project Manager** for a two year project, with possible temp to hire opportunity. If the job description below is a fit, please send your resume` to rachelhankerson@internationalproofsystems.com.

**Primary Skills: Management, Organized, Strong Leadership, and Technical Knowledge
Network Security, Platform Security, Identity & Access Management Duration: 24 Months to
hire Tax Term: W2 only**

Job Description:

- Assist PM with daily responsibilities
- Serves as the secondary technical point of contact responsible for ensuring that the solution is implemented to meet all requirements
- Experienced Senior IT Security Project Manager (minimum, 8 years of executing PM experience – initiate to delivery, experienced using Project Management Methodologies)
- Working knowledge of Gantt Chart and Pivot Tables
- Good Network Security, Platform Security, Identity & Access Management, End-Point Security technical knowledge (foundational knowledge)
- Good RFP/Contract Management process knowledge
- Excellent MS Project skills and Work Breakdown Structure experience
- Strong organizational skills
- Strong leadership and communication skills
- Able to multi-task
- Meet timely deliverables
- Knowledgeable of programming design, development, uat, quality assurance, testing, database administration, sandboxing, production, implementation, and maintenance

Required:

- MS Degree in Management (Project Management) or equivalent
- Assist PM with the participation in business customer briefings, project planning and scoping discussions with project management strategies and engage in project initiation consultations as required
- Assist PM with providing timely delivery updates, and problem–solving, responsive resolution of project issues
- Assist PM with leading front-end studies and Request for Proposal/Information RFP/RFI process for projects as required and work closely across business and IT teams to drive effective selection of delivery and solutions partners
- Assist PM with ensuring compliance with IT Finance management and reporting requirements through appropriate adoption of financial management processes and reporting
- Assist PM with managing project resources allocation, work to secure Business and IT resources

- Assist PM with developing project stakeholder management and communications plan
- Assist PM with ensuring project is delivered to Business and into production as per agreed upon scope
- Assist PM with ensuring that appropriate and relevant PMO acceptable processes and procedures are applied in compliance with IT Governance requirements – incorporating all required processes and procedures
- Assist PM with partnering effectively with Quality Security Compliance QSC to ensure that all necessary QSC deliverables are in compliance with Standard Operation Procedure SOPs on testing, validation, security assurance requirements and standards
- Assist PM with applying effective project management methods and processes, project related artifacts, deliverables and documentation, as relevant and appropriate, consistent with IT GPS
- Assist PM with deploying and providing training to project team in appropriate project management methodologies, process, procedures and standards in the context of the System Lifecycle SLC to ensure alignment with the IT SOP and IT delivery processes for effective solution delivery

About International PROOF Systems

International PROOF Systems, LLC (IPS) is a Systems Design and Development Firm that improves antiquated processes and systems through advanced technology. IPS is currently embarking upon the world's first computerized license plates known as PROOF Smart Tags (PST). PST are computerized license plates that improves the validation of vehicle registration, auto insurance, and response time during the event of an emergency, through its embedded technology that bridges the infrastructure and communication protocols between multiple systems. PST has a universal mandate.