



Website Project Manager **Quincy, MA**

Position Profile:

- Responsible for managing the complete life cycle of highly complex projects, including approval, planning, execution, and closeout to ensure planned results are achieved on time.
- Develops timelines and ensures progress to plan, as well as tracking critical project achievements.
- Works with vendors and team to establish and achieve goals.
- Coordinates the activities of a cross-functional team including exempt and non-exempt employees.
- Defines the project's objectives and ensures progress to plan, as well as tracking critical project achievements.
- Acts as a key contributor in a complex and crucial environment.
- May lead teams or projects and share expertise.

Responsibilities:

- Provides research and assistance to leadership in the development and design of new projects
- Conducts market research and competitive analysis
- Uses formal processes and tools to manage resources, tasks and changes.
- Recommends new process and tools to achieve advanced project management.
- Manages project status and information in the form of formal briefings, project update meetings, and written, electronic, and graphic reports.
- Develops, maintains, and manages detailed project plans, action item registers, and major milestone timelines for all assigned projects.
- Creates and maintains process workflow documents to support business needs.
- Manages all assigned projects to completion ensuring on-time delivery, meeting of budgetary demands, and maintaining overall project ownership.
- Acts as a single point of contact for project status. Maintains communication with stakeholders.
- Facilitates and leads project meetings.
- Addresses problems through risk management and contingency planning and presents solutions and/or options to executive management.
- Ensures effective implementation of solutions/changes.
- Consistent exercise of independent judgment and discretion in matters of significance.
- Regular, consistent and punctual attendance.
- Must be able to work nights and weekends, variable schedule(s) as necessary.
- Other duties and responsibilities as assigned.

Core Responsibilities

- Oversee the project cycle of multiple web design accounts.
- Act as primary point of contact for all client correspondence.
- Assign tasks to appropriate designer/developer and coordinate to assure deadlines are met.
- Quickly diagnose roadblocks and establish solutions.
- Manage process for all revisions needed.
- Track progress and notes accessible data base, Google docs, FastTrack, etc.
- Keep projects within scope/budget.

Job Qualifications, Certificates, Licenses and/or Knowledge and Experience:

- Google Analytics and website reporting.
- Project Management Certification.
- Adobe Creative Suite.
- Basics of website architecture and user experience.

Education and/or Experience

- BA/BS or Equivalent.
- 1-3 years project management experience.

Other Qualifications and/or Duties

- The ideal candidate should be:
 - Driven – self-starter is a must.
 - Accessible – willing to take projects home and go the extra mile.
 - Problem Solver – able to quickly diagnose roadblocks and establish solutions.
 - Personable – direct contact with ABB operations/marketing/development teams via phone or in person is required.
- Effective communication skills, both oral and written
- Ability to multi-task and determine priorities.
- Ability to coordinate and interact with all levels of customers (internal and external).
- Ability to work under pressure with a diverse team.
- Ability to work under minimal supervision.
- Valid driver's license, with proven good record within Atlantic Broadband guidelines.
- Attendance and punctuality are both essential functions of this position.
- Travel required.
- Other duties as required.