



BE GREAT

Build Great Digital Products

THE JOB: PROJECT MANAGER

Do you have a drive for success and passion for great digital products? Do you love engaging with customers and managing projects from beginning to end? Stop what you're doing. Check out AWH.

AWH is a software engineering firm committed to helping companies be great, whether their dream is to build a great digital product or be a great digital product company.

We're looking for a Project Manager to help us change the world, one great software product at a time.

CAN YOU DO THIS?

- Build strong and positive relationships with client contacts.
- Inform, educate, and problem solve with clients.
- Remain highly responsive to client communications.
- Manage project deliveries from beginning to end.
- Define and confirm scope, ensuring specs are clearly defined to satisfy expectations.
- Act as a mediator between project stakeholders and team members.
- Resolve roadblocks, issues, and risks throughout each project.
- Manage project scope by documenting and managing changes, and seeking approval from stakeholders by using the defined change control process.



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CAN YOU DO THIS? (CONTINUED)

- Proactively identify and manage factors that might lead to missed deadlines, poor quality and/or unmet expectations.
- Maintain proactive and regular communication with clients, using collaboration tools, email and facilitating conference calls.
- Prepare, maintain, and submit clear and concise activity/progress reports.

DO YOU HAVE?

- A Bachelor's Degree.
- Minimum of 5 years experience in a Project Coordinator or Project Manager role.
- Demonstrated experience in successfully managing simultaneous small projects.
- Creative problem solving and critical thinking skills.
- Excellent written and oral communication skills.
- Product development experience – a plus, but not necessary.

REWARDS

AWH offers health, dental, vision and retirement benefits. You must be willing to pass a criminal, financial and drug screen background check. Salary range \$45,000 + depending on your experience.

Interested? Send your resume in a PDF format to robin.walters@awh.net.