



Job title: Project Manager – Software Implementation
Department: Technical Services
Reports to: Director of Technical Services
FLSA Status: Exempt

Position summary: Oversees clients through the installation, setup, data migration, and customization phases of successful EnergyCAP software implementations for EnergyCAP, Inc.

General purpose: Strategic planning, problem resolution, product customization, customer relations

Position responsibilities:

- Set up and monitoring of implementation project timeline and resources
- Employ software and interface customizations based on client specifications
- Train client in software ensuring top optimization of business processes and objectives
- Assist staff with any additional responsibilities that are assigned

Essential skills and experience:

- Bachelor’s degree in engineering, business administration, or related field
- Familiar in SQL/T-SQL programming languages as well as management of SQL Server databases through SQL Management Studio
- Working knowledge of database design including understanding ERDs, Triggers, and PK/FK relationships
- Planning – Ability to think ahead and plan over a six- to nine- month time span
- Management – Ability to organize and manage multiple projects and deliverables simultaneously
- Analyzing Data and Information – Ability to identify the underlying principles of information, to segregate the data into congruous groups, and to recognize how the data may relate or impact each other
- Making Decisions and Solving Problems – Analyzing information and evaluating results to choose the best solution and solve problems
- Communicating with Persons Outside Organization – Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail; must have the ability to communicate technical concepts to a non-technical audience.
- Ability to work well in a collaborative, team setting
- Commitment to company values of Product Leadership, Operational Excellence, Customer Intimacy, and Good Stewardship

Valued but not required skills and experience:

- CEM, BEP, or other related certifications
- Minimum 3 years of Project Management experience
- Strong background in business analysis
- Advanced skills in SQL/T-SQL/SQL Server

Reporting to this position: There are no direct reports for this position, but the Project Manager will work collaboratively in a team setting with other Project Managers, the Administrative Assistant of Technical Services, and the Director of Technical Services.

Work hours and travel component: This is an exempt, professional staff position, which is not eligible for overtime pay. The average work week for a Project Manager is 45-55 hours depending on project workload and deadlines. Occasional travel to visit clients upon initial contract and for training purposes is mandatory. This is typically no more than 15% of the time, over the course of a given year.

General sign-off: The employee is expected to adhere to all company policies and act as a role model in the adherence to policies. I have read and understand this explanation and job description.

Signature: _____ Date: _____