

Project Manager Job Description

Vivid Group is a leading Web and Technology services company. As a Microsoft Gold Partner you will be working on a range of Internet, Intranet, Extranet, eCommerce and CRM projects for over 300 clients nationally.

Vivid is part of the Mitchell Communications Group. Mitchells is Australia's largest independent communications group with companies across media planning & buying, strategy, digital media & marketing, branded entertainment, public relations, brand experience, sponsorship, sportsground marketing, direct marketing and corporate social responsibility.

The role is based in our Melbourne office. You will be working within a Victorian team of 25 people on a range of projects for some of Australia's largest brands. For more information visit www.vividgroup.com.au

This position is ideally suited to an experienced project manager, technically proficient in Web Development technologies with meticulous attention to detail and focus on customer service. This is a position working within an established and strong team. You will require a mature approach and an ability to work autonomously with your client base.

The successful candidate will have;

- Proven experience and background with managing and delivering projects within the set timeframes and budgets.
- At least 5 years experience in Project Coordination or 2 years Project Management Experience in MOSS2007 web development projects.
- Experience managing multiple projects using established PM methodologies.
- Ensure the scoping and project plans are in line with the business needs while ensuring that the delivery risks and issues are managed appropriately.
- You will be responsible for reporting to the key business stakeholders with progress updates and manage their expectations.
- Excellent communication and interpersonal skills.
- Business Analysis/Consulting experience in order to develop requirement documents and specifications.
- Experience in or understanding of Search Engine Optimisation and Search Engine Marketing.
- Knowledge of Web based User Experience Design and Graphic Program's.
- Ability to work within a collaborative working environment and ensure a 'win-win' solution for all parties.
- Facilitating training sessions with clients including training manual creation and training session delivery.

To be considered, you will need to have solid technical experience with;

- Microsoft SharePoint-related technologies including MOSS2007 & SharePoint 2010



- Familiarity with Web based Content Management Systems and if possible Sitefinity
- Microsoft Project
- HTML & CSS Knowledge
- Microsoft CRM.
- Adobe Photoshop.
- Project Management qualifications would also be highly beneficial.

An attractive remuneration package will be offered to the successful candidate with the ability to grow with the company.

Relevant training will be provided to the suitable applicant.

All applications are treated confidentially.

To apply visit www.vividgroup.com.au