

## Manager, Project Management Job Posting

Amadeus Airport IT Americas, Inc. is an air transport information technology solutions firm based in Orlando, Florida. Our comprehensive portfolio of solutions enable airports and airlines to better utilize and manage resources, enhance the passenger experience, reduce costs, and optimize revenue generation.

Our operational, passenger processing, intelligent display, and revenue management platforms deliver enterprise-class business intelligence solutions and are the most innovative in the air transport marketplace.

Amadeus Airport IT Americas, Inc. solutions are operational in 30 of the top 50 airports in North America, and as a testament to their scalability, these solutions are at home in another 100 airports and at 60 airlines worldwide.

We are currently seeking a self-motivated and experienced individual to fill a full time role as a **Manager, Project Management** at our **Orlando, FL** location.

**Essential Duties and Responsibilities:** As part of Amadeus Airport IT, Orlando Project Management this position/person will be part of the team whose purpose is to provide operational project management for single internal/external customer. The Manager, Project Management will be responsible for multiple projects as well as management oversight on their direct reports projects.

- Ensure that the project has the proper activity and resource planning
- Maintain the project's schedule and resource assignments. This schedule shall be updated in real time as events change
- Effectivity define activities, sequence activities, and estimate the duration of activities
- Responsible for analyzing and managing the risk within the project and communicating this to the leadership team
- Coordinate with the Project and Senior Project Managers to review their projects and provide necessary guidance and direction. The Manager, Project Management will coordinate with other departments to acquire the necessary resources
- Coordinate with the Project Controller to provide operational project management support, applying the organization standard methods, processes and tools:
  - Maintain project administrative processes, analyze and communicate project cash flow for all Airport IT Americas projects, work closely with Project Managers and Implementation Team to promote project cost and revenue management.
  - Record and track project costs and/or revenues
  - Document change control records
- Coordinate project activity; work with Project Managers on scheduling and joining project meetings
- Responsible for Coordination with other organizational departments including but not limited to: Implementation, Solution Design, R&D, and Accounting. Additionally, this position requires direct coordination with the NORAM and GLOBAL PMO offices ensuring alignment across organizations
- Ensure customer satisfaction while ensuring that all project deliverables are met within the allocated schedule
- Schedule project meetings and complete all necessary project documentation for both the customer and the internal management team
- Regularly attend their staffs project meetings to ensure projects are running smoothly

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Required Education and/or Experience:**

- University Degree and 6-10 years relevant project management experience. Industry education including PMP, ITIL preferred.
- 6-10 years Project Management experience in the aviation sector. Gov't contract experience required. Experience managing staff as this position will have direct reports.
- PMP required. Contract Management and Change order management experience preferred

- **Travel Requirements:**

50% travel

Please send resumes to [HR@airit.com](mailto:HR@airit.com)

**\*Local Candidates Preferred\***