



**Amadeus Airport IT Americas, Inc.
Project Controller
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 **Project Controller** at our **Orlando, FL** location.

Summary:

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 support, Develop Change Orders / Proposals to existing clients, and ensure project management administrative standards are followed on Airport IT Americas projects, and deploy and support and sometimes adapt Amadeus corporate administrative tools on Airport IT Americas projects.

Essential Duties and Responsibilities: Other duties may be assigned.

- Ensure that project administrative processes are formalized, followed, and improved as necessary to meet customer and organization needs
- Map, formalize, and follow-up on processes associated with particular project objectives or activities
- Identify and measure key performance indicators to evaluate process effectiveness and efficiency. Promote tools and techniques to increase process efficiency and improve performance
- Promote a process-based, customer-focused and performance-driven culture in daily duties and activities, such as, hardware procurement, processing, cash flow tracking and related tasks
- Identify and support process improvement opportunities
- Support Project Managers and account Mangers in providing Change Orders to clients based on existing or new agreements. In addition collaborate with Bid Management and Solution Design to provide the most optimal proposal to clients
- 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 meeting
- Support effective communication mechanisms between the project teams
- Assist management in communication and change management issues
- Research, write/edit content, and manage production and distribution for project communication media
- Organize and support communication

Qualifications:

To perform this job successfully, an individual should have intermediate knowledge of Database software; Design software; Development software; Internet software; and office suite software like word processing and spreadsheet

Required Education and/or Experience:

- University degree preferred or 10 Years' experience in Project Accounting, 5 years of experience working and/or coordinating with a project management organization. 5 years of experience working in accounting/payable/receivables, or related field, or equivalent
- PMI would be a plus

Please send resumes to HR@AirIT.com