Air Transport IT Services, Inc.
Project Manager
Job Posting

AirIT is a single source provider and integrator of diversified information technology products and services to the air transportation and seaport industry, offering a full complement of operations, passenger processing and business management systems. From the ramp to revenue management, we have more than 20 years' experience providing our customers with a comprehensive portfolio of integrated technology solutions and services including system integration, software, hardware, network, installation, and 24x7 service, support and help desk.

Summary:
Plans, directs, and coordinates activities of designated projects to ensure that goals and objectives of projects are accomplished within prescribed time frame and funding parameters by performing the following duties.

Essential Duties and Responsibilities: Other duties may be assigned.

- Reviews project proposal or plan to determine time frame, funding limitations, procedures for accomplishing project, staffing requirements, and allotment of available resources to various phases of project
- Establishes work plan and staffing for each phase of project, and arranges for recruitment or assignment of project personnel
- Confers with internal project staff and subcontractors to outline work plan and to assign duties, responsibilities, and scope of authority
- Directs and coordinates activities of project personnel to ensure project progresses on schedule and within prescribed budget
- Reviews status reports prepared by project personnel and modifies schedules or plans as required
- Prepares project reports for management, client, or others
- Responds to all implementation-related issues
- Confers with project personnel to provide technical advice and to resolve problems
- Coordinates project activities with activities of government regulatory or other agencies
- Reviews all project documentation for submission. Responsible for all project documentation and submittals
- Works with cross-functional teams to create functional requirements, design documents, as-builts, drawings and test plans as required by projects
- Delivers bids and proposals to customers and suppliers for new projects, bids, RFPs, & change requests
- Participates as a resource for meetings and demonstrations with potential customers
- Manages vendor negotiations, purchasing decisions and ensuring all purchasing logistics are in-line with project requirements

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:
- Bachelor's degree (B. A.) from four-year College or university; or one to two years related experience and/or training; or equivalent combination of education and experience.
- PMP and/or ITIL Certification.

Travel:
Up to 75% travel required. Large implementations and international projects will require multi week travel.

AirIT is proud to be an EOE employer

*Local Candidates Only *

No Relocation Assistance Provided

Please send resumes to HR@AirIT.com