



**Amadeus Airport IT Americas, Inc.  
Project Manager  
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.

**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 for single internal/external customer. The Project Manager will be assigned to projects that are considered lower risk by the Manager, Project Management.

**Essential Duties and Responsibilities:** Other duties may be assigned.

- 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.
- Effectively define activities, sequence activities, and estimate the duration of activities
- Coordination with the Manager, Project Management to determine how their project impact and are impacted by the overall organization's project and resource planning
- 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
- Ensure the customer satisfaction while ensuring that all project deliverables are met within the allocated schedule. The Project Manager shall schedule project meetings and complete all necessary project documentation for both the customer and the internal management team



**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 or 2-3 years relevant project management experience. Industry education including PMP, ITIL preferred
- 1-3 years Project Management experience in the aviation sector. Gov't contract experience a plus

**Travel:**

Up to 50% travel required. Large implementations and international projects will require multi week travel.

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