Amadeus Airport IT Americas, Inc.
Senior 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:
Plans, directs, designs, 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. Creates and implements processes and procedures to improve efficiency and functionality within the PM group.

Essential Duties and Responsibilities: Other duties may be assigned.

- Plans, directs, designs, 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.
- Creates and implements processes and procedures to improve efficiency and functionality within the PM group.
- 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
- Coordinates with corporate PMO on processes, reporting, etc.
- Designs and implements appropriate procedures to improve PM group efficiency and profitability
- 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

- Works with cross-functional teams to create functional requirements, design documents, as-builts, drawings and test plans as required by projects
- 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; and more than ten years related experience and/or training; or equivalent combination of education and experience.
- PMP and/or ITIL Certification

Travel:

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

Please send resumes to HR@AirIT.com