



TECBOMO LIMITED LIABILITY COMPANY IT PROJECT MANAGER

EQUAL OPPORTUNITY EMPLOYER

TECBOMO Limited Liability Company is proud to be an equal opportunity employer. We believe diversity and inclusion are essential to creating a positive and productive work environment. We welcome individuals of all backgrounds and are committed to providing equal employment opportunities to all employees and for employment. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability, or protected veteran status.

Location: Waldorf, MD (Charles County)

Company: TECBOMO LIMITED LIABILITY

IT Project Manager | Position Description

The IT project manager to oversee project teams and to ensure IT projects are completed on time. The IT project manager will establish a Project Management Office (PMO), and direct and coordinate the utilization of resources across divisions of the project to reach targets. The IT project manager will ensure compliance with budget and other project requirements. You will document instructions for end-users and assist with the testing of the final product. You will communicate with stakeholders during all phases of the project and close it efficiently.

This candidate will deliver an extensively recorded, tested, intact, and operative product within delivery time frames and budget. Ideal candidates will be analytical and have a positive demeanor.

Application Computer Specialist (Junior) responsibilities include:

- A. Assisting in establishing a Project Management Office to oversee multiple projects.
- B. Liaising with stakeholders such as project personnel, vendors, and end-users regarding project requirements.
- C. Outlining, defining, and initiating the project.
- D. Implementing document control policies and documentation templates.
- E. Maintaining a good working knowledge of assigned component projects.
- F. Evaluating standards of component products.
- G. Monitoring project progress and implementing changes where necessary.
- H. Monitoring expenditures in accordance with the budget.
- I. Ensuring compliance with objectives, organizational policies, procedures, and standards.
- J. Compiling project reports and informing management regarding problems.
- K. Ensuring project complies with best practices, SOPs, PMO policies, and other policies.

Hiring Salary Range: TBD

Job License & Certification

Industry Licensing or Certifications for IT Project Manager: CCNA, CCNP, CISSP, MCSE, or similar certification.

- 3+ years of experience in a project management role.
- Understanding of MSP ticketing and Alert Management Systems.
- Thorough understanding of project management fundamentals.
- Understanding of software development life cycle.
- Outstanding leadership, organizational, and time management skills.
- Outstanding verbal and written communication skills.
- Strong people skills.
- Understanding of government contracts and constructing comprehensive technical responses.

What We offer

Working at TECBOMO is an opportunity like no other. In addition to a competitive compensation package, including base salary, bonus and a full range of benefits, TECBOMO offers a creative, supportive and flexible environment. This environment encompasses a pathway for expedited organizational growth and promotion.

Education

This position requires a Bachelor's degree from an accredited college or university with a major in computer science, information systems, engineering, business, or a related scientific or technical discipline; or three (3) years of equivalent experience in a related field.

Preferred: Bachelor's degree in computer science, Education, Computer, Associates, Engineering, Information Technology, Technical, Mathematics, Management, Business

General Experience: The proposed candidate must have at least three (3) years of computer experience in at least two of the following disciplines: systems analysis, systems programming, application programming, and/or equipment analysis.

Specialized Experience: The proposed candidate must have at least three (3) years of experience as a computer hardware and/or systems software specialist, or as a systems analyst with duties relating to the evaluation of third- and fourth-generation or state-of-the-art computer hardware and software, and its ability to support specific requirements for systems management or large-scale system development and maintenance.

All qualified applicants will receive consideration for employment without regard to interaction, gender identity, interactional orientation, race, color, religion, national origin, disability, protected veteran status, age, or any other characteristic protected by law. As a general policy, TECBOMO does not offer employment visa sponsorships upon hire or in the future.

Candidates for this position shall familiarize themselves with TECBOMO's services and solution pages: <https://www.tecbomo.com>