

Company Overview:

GalaxE.Solutions®, Inc. (GalaxE), is an industry leader in designing and deploying business processes and supporting systems that enable clients to transact and share information across internal networks and the Internet, targeting business results, competitiveness and efficiency. With state-of-the-art delivery centers in Detroit, MI, Somerset, NJ, Bangalore, India and Toronto, Canada, GalaxE leverages its expertise in professional technology, staffing and managed services to deliver quality solutions for the most demanding business and user requirements.

Galaxy Systems, Inc. is a national IT professional services firm, established in 1990, that offers a full suite of services to Fortune 1000 companies. Galaxy is headquartered in Somerset, NJ with regional offices in New York City, Bangalore, India, Michigan, and Canada. Galaxy's reputation for rapid delivery of quality technical expertise and IT solutions has earned it preferred vendor status with high profile clients in the financial, pharmaceutical, retail, and communications sectors, as well as many emerging technology companies.

Job Title	Program Manager
Location	United States – Somerset – New Jersey
Position Type	Full-time
Job Description	Coordinates and monitors the scheduling, pricing, and technical performance of company programs. Responsibilities also include aiding in the negotiation of contracts and contractual changes and coordinating preparations of proposals, plans, specifications, and financial conditions of contracts. Develops new business and expands product line. Ensures adherence to master plans and schedules, develops solutions to program problems, and directs work of incumbents assigned to program from various departments. Ensures projects are completed on time and within budget. Acts as advisor to program team regarding projects, tasks, and operations. Requires a bachelor's degree and at least 10 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of complex tasks. A certain degree of creativity and latitude is required. Typically reports to a unit/department head.
Qualifications	<ul style="list-style-type: none">* Strong planning and project management skills* Excellent interpersonal and communication skills* Strong problem solving and issue resolution ability* Proven track record of delivering and managing multiple and/or complex projects successfully* Experience in process re-engineering, business controls and cost control management* Prior experience in reviewing project value preferred* Ability to provide leadership, direction and support as required* Strong client management skills* Strong staff management skills

Responsibilities

The nature of the Program Manager role is to provide broad based governance and support across projects.

Specifically, you will:

- * Facilitate business development cycle.
- * Undertake consistent project plan reviews.
- * Regularly monitor and track progress, reporting against budget, timeline, scope and business involvement on individual projects, and from portfolio and compliance perspectives.
- * Monitor and management multiple concurrent projects
- * Conduct specific reviews for projects at risk or as requested by management.
- * Facilitate identification and management of project issues and risks
- * Interface with project teams and various interested parties such as stakeholders, relevant business areas or functional areas, other PMO organizations and senior management to ensure linkage, adequate communication and understanding.
- * Assist in the development and promotion of PMO, Project Management best practices and utilization of tools for all stages of the project, SDLC and program life cycles.
- * Other project or communication initiatives as they arise.

Person should communicate effectively, have strong job knowledge, and are well organized with a strong work ethic.

Contact

Respond with formatted resume, location, work authorization status, and salary requirements for immediate consideration.

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Galaxy is an Equal Opportunity Employer (EOE).

<http://www.galaxysi.com/> & <http://www.galaxesolutions.com/>