



## Senior Business Liaison and Project Manager

Are you looking to be part of a growing organization? Are you looking for a place to turn your ideas into solutions? Well look no further at MetroStar Systems, an innovative and award winning information technology solutions provider, we have what you are looking for; a fast paced friendly environment with incredible growth potential. We are seeking new leadership to direct the firm's overall business development and project management efforts. We offer the ability to work with cutting edge technology, personalized career development plans and the opportunity to become the next Metro - "STAR".

### Description:

The Senior Business Liaison and Project Manager (BLPM) will be responsible for the overall planning, organizing, and supporting aspects of project management throughout MetroStar's consulting practice including, but not limited to the documentation of project status, schedules, resource management, quality control, cost containment, risk and change management.

Excellent verbal and written communication skills are required as this position will serve as the primary bridge between business and technology stakeholders, as well as the responsible party for communicating client needs, expectations, limitations, and issues to internal sales, engineering, project managers, and executive management when necessary. The BLPM will oversee and coordinate the work of professional and administrative staff across various functions and disciplines as assigned by the President and Chief Information Officer of MetroStar.

### Required Skills:

- Minimum 5+ years of direct project management or project implementation related experience within Information Technology industries.
- PMP-certified (experience with ISO/CMMI/ITIL, is a plus)
- Demonstrated expertise in project planning, management and successful implementation of strategic business and technology initiatives.
- Experience using established project management principles, best practices, techniques, and tools
- Demonstrated real-world experience managing software projects utilizing application life-cycle management methodologies such as Agile, SCRUM or others.
- Translate project objectives into detailed project requirements and tasks.
- Write comprehensive documentation including RFPs, Scope of Work, Statement of Work, Business and Technical Requirements documents.
- Develop detailed project schedules, resource plans, status reports and contribute to the effectiveness of a team that integrates multiple functions and disciplines.

Please send your resumes to:

Email: [HR@MetroStarSystems.com](mailto:HR@MetroStarSystems.com) | Phone: 703.481.9581 | Fax: 703.481.9511



## Senior Business Liaison and Project Manager (continued....)

- Interface with all areas affected by the project, including internal and external client stakeholders, service organizations, vendors and implementation partners.
- Manage and review project deliverables and milestones for compliancy and accuracy; apprises management of issues effecting project status and proposes solutions to the same.
- Ensure satisfactory transfer of custody and control of internal solutions/products upon completion, close all project documentation and archive appropriate records.
- Applies significant knowledge of industry trends and developments to improve service to our clients.
- Recognizes system deficiencies and implements effective solutions.
- Assist other PMs to review project plans based on statement of work and deliverables, guides and performs strategic analysis for the project.
- Ability to effectively manage time, prioritize work, multi-task across many assignments with minimal direction.
- Ability to coordinate meetings and conduct business "on time, all the time" and should demand timeliness from everyone he/ she interacts with.
- Ability to develop, plan, and implement short- and long-range goals including:
  - Analyze complex problems, interpret operational needs, and develop integrated, creative solutions
  - Establish priorities
  - Organize resources
- This person will be required to personally handle multiple projects and personalities at a time.
- Knowledge and experience in cross-functional project management methods and techniques.
- Skill in working with groups to build consensus and mentor other PMs.
- Skill in effectively serving a divergent customer base.
- Ability to communicate effectively with senior management.
- Understanding of software technologies and rules-based applications
- Experience with MS Office (Word, PowerPoint, Excel, Project, Visio) and MS SharePoint.
- Excellent communication skills, both written and verbal
- Experience implementing a Project Management Office (PMO), a plus.
- Knowledge of federal government contracting preferred

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### Company Benefits:

- Paid Time Off
- Training Allowance
- Medical/Dental/Life Insurance
- 401(k) Plan

### About MetroStar Systems, Inc.

For the past ten years, IT service and innovation provider, MetroStar Systems, Inc., has transformed from a small start-up into one of America's Fastest Growing Companies (2008), as ranked by Inc. Magazine. This vast and diverse experience allows MetroStar to provide its clients with agile, collaborative solutions designed to integrate people, processes, technology, and learning across an organization and geographic boundaries through six major service groups: Portal Strategy and Integration, Enterprise Infrastructure Support, Business Intelligence, New Media Technology, Training & Education, and Custom Development.

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