



Technical Deputy 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 (MetroStar), a Microsoft Gold Certified Partner; we have what you are looking for, a fast paced friendly environment with incredible growth potential. We offer the ability to work with cutting edge Microsoft technology, personalized career development plans and the opportunity to become the next Metro"STAR".

Job Description:

The Deputy PM will assist the higher level program/project manager in directing the project life cycle by assisting in development of comprehensive project plans to include both long and short-range goals and milestones. This person will help direct a project team, submit project tasks and maintain project status via project database. The TDPM will perform quality assurance reviews of deliverables, input test results into the test results database, post to the project management database and provide daily status updates on system integration.

Duties:

- Identifies, acquires, and utilizes project resources to achieve project objectives
- Interfaces with customer as well as top management for the purpose of communicating status of project
- Trains and directs employee work activities
- Prepares performance reviews in coordination with the project manager, and handles discipline problems
- Supports Project Manager and customers through meetings and milestone reviews
- Supports Project Manager with requirements development
- Provides daily status updates on project on an as needed basis
- Ensures administrative close-out of all tasks upon completion

Technical Skills:

- Understand implementation and integration of MOSS 2007 reporting functions and document management
- Building features, Web parts, etc. for MOSS

Please send your resumes to:

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Technical Deputy Project Manager (continued....)

- Integration of the portal with other corporate data sources, applications, and knowledge management systems
- Understand the Integration of:
 - MOSS with Microsoft Office System
 - MOSS with Microsoft Active Directory
 - MOSS with other tools and applications such as CorasWorks
 - MOSS and Windows SharePoint Services implementation and deployment experience including the creation of custom Web parts
- Experience in the implementation of MOSS Collaboration tools (forums/issues, lists, etc.) and ability to seamlessly integrate with other Microsoft tools

Requirements:

- 2-3 years experience with project coordination
- Project administration or project management experience supporting large teams of business, IT staff, and executive management on small to large complex IT projects
- Knowledge of project management methodology, and processes and administration
- Bachelor's degree or equivalent, and seven to nine years of related (technical environment) experience
- Understanding of SharePoint and Systems Integration
- Basic computer skills required
- Must have good oral and written communications skills
- Active Secret Security Clearance

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Technical Deputy Project Manager (continued....)

Preferred Knowledge and Skills:

- Certified Associate in Project Management (CAPM)
- Project Management Professional (PMP)

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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