



## **Position: Project Manager – Human Capital Management**

The Training Associates (TTA) is a fast growing and financially strong company with professional management. We are the world's largest and oldest provider of trainers and trainer delivery solutions. We are currently looking for a **Project Manager** interested in full-time employment to join our 60+ person home office on Route 9 in Westborough, MA. TTA prides itself on being a dynamic, friendly and EXCITING place to work.

### **Position Overview:**

Reporting to the VP of Operations, The role of **Project Manager** is to plan, execute, and finalize projects according to strict deadlines. This includes acquiring resources and coordinating the efforts of team members and third-party contractors or consultants in order to deliver projects according to plan.

The Project Manager is responsible for all project-related functions with assistance from other departments as needed. These include: searching for, identifying, matching and qualifying candidates for open project positions, negotiating rates, submitting to the customer, and upon acceptance deploying the candidate onsite. The Project Manager is responsible for building solid client and candidate relationships. The Project Manager is expected to handle business with excellent customer service, quick response time, and high profit margins.

### **Essential job functions include, but are not limited to:**

- Direct and manage project from beginning to end
- Plan and schedule project timelines and milestones using appropriate tools
- Track project milestones and deliverables
- Develop and deliver progress reports, proposals, and requirements documentation
- Identify and resolve issues and conflicts as needed
- Proactively manage changes in project scope, identify potential crises and devise contingency plans
- Define project success criteria and disseminate them to involved parties throughout project life cycle
- Determine and assess need for additional staff and/or consultants
- Build, develop, and grow business relationships with clients and trainers by high volume of phone calls
- Fill open positions with the most qualified candidates
- Maintain candidate database
- Keep current with the latest recruiting tools and trends to ensure maximum effectiveness

- Create and update monthly forecasts for existing projects
- Participate in industry conferences and client onsite visits

**Minimum Requirements:**

- 2 years Project Management experience
- Must be able to manage competing demands, accept criticism and constructive feedback, while being extremely adaptable and flexible
- Strong organization skills and negotiation skills
- Excellent project management, writing, and oral communication skills are required
- Demonstrated ability to manage a broad and deep range of training projects
- Demonstrated ability to function on a global, multi-location level
- Strong initiative and solid judgment abilities and skills
- Intermediate knowledge of Microsoft Office Suite of applications and use of email
- Must be Internet savvy
- Must have the ability to quickly learn systems, processes, and procedures
- Ability to take direction and work independently
- Team player who is willing to work with and for others
- Someone who brings a positive attitude to their work every day
- Professional demeanor and reliable

Please send resume to: [HR@TheTrainingAssociates.com](mailto:HR@TheTrainingAssociates.com)

Learn more at [www.TheTrainingAssociates.com](http://www.TheTrainingAssociates.com)