



UNIFOCUS

Technical Project Manager

UniFocus
Carrollton, TX

UniFocus is an integrated workforce management software platform offering daily work order management, scheduling & labor management, and time & attendance purpose-built for the hospitality market and other dynamic scheduling environments.

We have ~ 200 full-time employees working either remotely or in corporate offices in Carrollton, TX 90 FTEs, Denver, CO 12, and New Delhi, India 70, with the balance spread across Europe and Singapore.

Job Summary:

The “Technical Project Manager” will coordinate all project and KPI reporting for the technical divisions within the company. The position reports to the Chief Information Officer and sits on the Technical Team Leadership Committee.

The Technical PM is responsible for setting protocols for reporting on progress of cross-departmental initiatives. The position will work closely with the CIO in creating the quarterly presentations to the Board of Directors. The role will also participate in long term planning to assist the Division leadership team in resource planning, cost analysis, and internal product communications.

The right candidate is focused on project efficiency at all times. The role will require you to be adept at working with different teams to ensure that proper project communication is flowing efficiently. Being part of a mid-market company focused on growth means that you will need to adapt and pivot based upon evolving business needs and demands on your time. An average day could involve developing a pilot rollout strategy for a new a product to ensuring that biweekly sprints are on time.

Delivery Responsibilities:

- Gather project progress reports from each Team Lead. Ensure that the reports fully capture the team velocity and current obstacles affecting throughput

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- Create project plan for a new product delivery from the design phase to the pilot phase
- Gather usage metrics to present to senior leadership and Product team. Provides constructive and timely performance evaluations

Duties/Responsibilities:

- Collaborates with technical leadership to define the organization's long-term mission and goals; identifies ways to support this mission through project management techniques
- Identifies key performance indicators for the technical teams
- Researches, develops and implements project management tools and reporting structures
- Provides guidance and leadership to the risk assessment of active projects in meeting their objectives and target dates
- Participates in professional development and networking conferences and events
- Performs other duties as assigned

Required Skills/Abilities:

- Excellent verbal and written communication skills
- Excellent interpersonal and conflict resolution skills
- Excellent organizational skills and attention to detail
- Knowledge of and experience with modern project management tools / practices
- Proficient with Microsoft Office Suite, particularly PowerPoint or related software
- (Bonus) ability to do light database queries to “self-source” your own data

Education and Experience:

- Bachelor's degree in any major that emphasized critical thinking

Location:

- The position is based in our Carrollton, TX office
- There is considerable flexibility for remote work. The position will involve in-office meetings on occasion.