

Project Manager, Enterprise SaaS Software

Valencia, CA

Who We Are

Lavi Industries is the premier manufacturer of innovative queue management fixtures and software solutions for guiding people in, through, and out of commercial and government facilities. We are headquartered in Valencia, California with facilities in New York, and sales offices throughout the US. We pride ourselves in our pursuit of excellence through the dedication and integrity of our people since 1979. We offer the right candidate an opportunity to excel in an entrepreneurial environment, as well as an attractive compensation package. Equal Opportunity Employer. **Come be a part of our team!**

Job Summary

Are you detail oriented, a self-starter and enjoy working in an innovative fast-paced environment? Project Management at Lavi Industries is exactly what you're looking for! We currently have an opening for a full-time Project Manager in our Enterprise Solutions Software Department. Come work with a small team of hard working and innovative individuals to provide a business solution that helps our clients gain efficiency and improve their business processes.

Responsibilities

The Project Manager performs a wide range of duties including some or all of the following:

Plan the project

- Define the scope of the project in collaboration with senior management
- Create a detailed work plan which identifies and sequences the activities needed to successfully complete the project
- Determine the resources (time, equipment, third parties etc.) required to complete the project
- Develop a schedule for project completion that effectively allocates the resources to the activities
- Review the project schedule with senior management and all other staff that will be affected by the project activities; revise the schedule as required
- Determine the objectives and measure upon which the project will be evaluated at its completion

Staff the project

- Ensure that all project stakeholders receive an appropriate orientation to the project and scope

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Responsibilities Cont.

Implement the project

- Execute the project according to the project plan
- Develop forms and records to document project activities
- Set up files to ensure that all project information is appropriately documented and shared
- Monitor the progress of the project and make adjustments as necessary to ensure the successful completion of the project
- Establish a communication schedule to update stakeholders including appropriate staff in the organization on the progress of the project
- Review the quality of the work complete with the project team on a regular basis to ensure that it meets the project standards

Control the project

- Write reports on the project for management and stakeholders
- Perform risk management to minimize project risks
- Establish and maintain relationships with clients
- Measure project performance using appropriate systems, tools and techniques
- Create and maintain comprehensive project documentation

Evaluate the project

- Ensure that the project deliverables are on time, within scope and at the required level of quality
- Evaluate the outcomes of the project as established during the planning phase

Requirements

- Bachelor's degree in Business. Computer Science or related field
- Solid technical background, with understanding or hands-on experience in software development and implementations
- Strong working knowledge of Excel. PowerPoint and Word
- Knowledge of project management and processes
- 2 to 3 years planning and/or management experience

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Requirements Cont.

The Project Manager should demonstrate competency in some of all of the following:

- **Communicate Effectively:** Speak, listen and write in clear, thorough and timely manner using appropriate and effective communication tools and techniques
- **Creativity/Innovation:** Develop new and unique ways to improve operations of the organization and create new opportunities
- **Encourage Teamwork:** Develop new and unique ways to improve operations of the organization and create new opportunities
- **Lead:** Positively influence others to achieve results that are in the best interest of the organization and project
- **Make Decisions:** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization
- **Organize:** Set priorities, develop a work schedule, monitor progress towards goals, and track details/data/information/activities
- **Plan:** Determine strategies to move the organization forward, set goals, create and implement action plans, and evaluate the process and results.
- **Solve problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

Job Type: Full Time

Work Location: 27810 Avenue Hopkins, Valencia, CA 91355

Lavi Industries is an Equal Employment Opportunity Employer. All offers of employment are contingent upon successful completion of a post-offer drug screen and background check.

Equal Opportunity Employer. To apply, send cover letter and resume to Jobs3@lavi.com

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