

## **The Cavan Group, Inc** **Position Description**

Job title: **Project Manager/Senior Project Manager**  
Location: **Boston, MA**

### **Company Description:**

The Cavan Group is a Boston-based professional services firm specializing in IT Project Management and Consulting. The company was founded in 1994 and has since grown to become one of the most respected and competent organizations in the technology services arena.

The Cavan Group has four main Practice Areas:

- Data Center & Cloud Services
- Disaster Recovery/BCP
- IT Project Management
- IT Consulting & Advisory Services.

A complete profile of our services and client base can be found at [www.cavangroup.com](http://www.cavangroup.com).

### **Position Description:**

Project Managers (PM) / Senior Project Managers (SPM) are individuals who play a client-facing, leadership role in all practice areas. Senior / Project Managers work with clients and others on assigned projects to identify solutions for their business needs. The responsibilities for this role include managing teams and mentoring team members, executing SOWs flawlessly within time, scope, and budget. (S)PM are expected to represent Cavan Group's core values of Respect, Integrity, Service, and Excellence both internally and externally on all engagements.

### **Essential Functions:**

- Client relationship management
- Participation in pre and post-sales presentations and executive briefings
- Strategy development for global IT initiatives, cloud services, data center DR/BCP
- Team lead for all project resources
- Development of project planning and reporting documents
- Accountability for project costs and alignment with scope
- Participation and management of application migration events (cloud, co-lo)
- Participating in the review and development of service offerings and practice areas

### **Required Skills:**

- Ability to work and manage cross-functional teams and resources to facilitate goals and objectives of an engagement
- Strong understanding of IT Infrastructure systems and services
- Experience in application migration, planning, and execution
- Capable of translating a client's business requirements into technology requirements
- Capable of scheduling and managing disparate project resources that may include client personnel, contractors, vendors, and co-workers

- Professional presentation skills and experience in presenting to IT leadership, C-level executives
- Proven teamwork and collaboration skills
- Demonstrated Project Management ability with proficiency in the use of MS Office Suite
- Able to efficiently research any technology and clearly articulate findings to a technical and non-technical audience
- Experience in a Professional Services environment preferred

**Competencies:**

- Client/Customer focus
- Communication proficiency
- Technical acumen
- Collaboration
- Presentation skills
- Project management
- Time management
- Organizational skills
- Adept at conflict resolution and negotiation
- Leadership skills
- Accountable for performance

**Supervisory Responsibility:**

- This position has no direct supervisory responsibilities, but does serve as a coach and mentor for other positions in the firm.

*(S)PM must be willing to travel as required.*

**Education & Certification Requirements:**

Bachelor's Degree in science or engineering discipline (preferred)

*Applicants must be authorized to work in the United States*