

# Job Description

Title: Program Manager (PMO) Cost Ctr: \_\_\_\_\_  
Work Location: Addison, TX. USA Position Status:  Full-time  Part-time  
Division & Department: Oil & Gas / Program Management Office  
Position Reports to: VP PMO

## JOB SUMMARY

The Program Manager relies on knowledge of and experience with initiating, planning, executing, controlling and closing complex projects using a formal project management methodology to develop and oversee project plans and forecast resource allocations and requirements to ensure projects are delivered within scope, budget, and schedule constraints. This job requires effective leadership and management skills, bachelor's degree in a related business or technical discipline (or equivalent combination of education, technical, or military experience) and Project Management Professional certification is highly preferred. Advanced knowledge in MS Office and MS Project is required, and the ability to work independently with little supervision is required.

## SUMMARY OF ESSENTIAL JOB FUNCTIONS

The essential functions listed below are representative of the functions that must be performed in order to satisfactorily fulfill the purpose of this job. Additional functions and duties may be assumed or assigned from time to time.

- Manage the day-to-day operational and tactical aspects of multiple and/or large-scale projects across multiple groups or divisions.
- Build and maintain excellent client business relationships through regular communications with key contract stakeholders (internal & external).
- Ensure that programs are operating within contractual agreed obligations.
- Develop and maintain detailed project plans and schedules, identify dependencies & critical paths, and resolve conflicts.
- Communicate project progress, timelines, status, schedules, risks, issues, and resolutions to key stakeholders and management via verbal and written status reports.
- Facilitate meetings with large groups and drive the project team to accomplish stated goals and objectives.
- Gather requirements from internal and external stakeholders and translate them into actionable plans.
- Develop metrics and key performance indicators.
- Ensure deadlines are met by participating in resource planning, organizing, prioritizing, and delegating assignments to project team members and following up on their individual progress.
- Interface with finance to maintain accurate budget reports and forecasts.
- Proactively monitor the performance of the deployed solution, report to stakeholders and take corrective action if necessary.
- Attend customer meetings and serve as client liaison.

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- Provide bid and proposal support for capturing new business.
- Assist leadership team to develop long-range plans.

## **KNOWLEDGE, SKILLS AND ABILITIES**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required to satisfactorily perform the essential functions of this job.

- Bachelor's Degree in a related business or technical discipline, or the equivalent combination of education, technical training, or work/military experience. Chemical Engineering degree – preferred.
- Minimum of 3 years project management experience in a client facing capacity.
- Proficiency in MS Office and MS Project is a must.
- Effective leadership and management skills.
- Demonstrated ability to collaborate with cross-functional teams from many disciplines both internally and externally.
- Strong interpersonal skills.
- Ability to manage Customer and partner relationships.
- Highly skilled in time management to allow involvement in a variety of projects and initiatives concurrently across multiple functional groups.
- Ability to influence action across a matrixed organization.
- Ability to work independently (self-starter) and thrive in a fast-paced, deadline driven work environment.
- Resilience: Demonstrates unflagging energy in pursuing a solution to a problem.
- Excellent written and verbal communication skills.
- Certified Project Management Professional (PMP) – preferred

## **SPECIAL REQUIREMENTS**

- Less than 25% international/domestic travel.
- Bilingual (English and Spanish) - preferred.
- Oil and Gas industry experience – preferred.

## **WORK REQUIREMENTS**

The work environment characteristics are representative of those an employee encounters while performing the job. Authentix is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA), the ADA Amendments of 2008 and all applicable state and local laws concerning disability accommodation. Reasonable accommodations will be provided to individuals with known physical or mental disabilities if such accommodation would not impose an undue hardship on the company, and would enable the individual to apply for, or perform, the essential functions of the position in question.

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**Environment:** Work is performed primarily in a standard [*office/warehouse/lab*] environment. Employees may work under the stress of regular interdepartmental interaction and pressure to meet various deadlines.

**Physical:** Essential functions require sufficient physical ability and mobility to work in an [*office/warehouse/lab*] setting. While performing the duties of this job, the employee is frequently required to stand and/or sit for prolonged periods of time; must be able to hear and verbally communicate in order to exchange information in person or over the phone; to occasionally stoop, bend, kneel, crouch, reach and twist; to lift, carry, push and/or pull up to 25 pounds of weight; to operate office equipment requiring repetitive hand movement; to occasionally travel to other locations using various modes of private or commercial transportation.

## **NOTIFICATION**

This Job Description is intended to describe the general nature and level of work being performed by people assigned to this job and is not considered an exhaustive list of all responsibilities, duties and required skills. This Job Description does not constitute an offer of employment. The employment relationship between the Company and its employees is "At-Will" and based on mutual consent. Authentix, Inc. is an Equal Opportunity Employer.