

Job Description

Title: PMO Manager - Brand Cost Ctr: PMO - US

Work Location: Addison, TX, USA Position Status: Full-time Part-time

Division & Department: PMO - US

Position Reports to VP - PMO

COMPANY VALUES

All Authentix employees are expected to embrace our Company values in the performance of their respective tasks and duties.

Always with *integrity*.....Authentixians value:

- ***Dedicate ourselves to our customers' success***
- ***Compete and win with integrity***
- ***Create innovative solutions with science and technology***
- ***Team and collaborate with accountability***

JOB SUMMARY

The Brand PMO Manager will manage the team responsible for the on-going management of all Brand Programs at Authentix. The Brand clients at Authentix are growing through Traceless, Digitrax Opportunities, SIPI, and existing ATX technologies. The manager, along with his/her team, will oversee all the program management tasks, PMO support, financial reviews, and projects for each client in the vertical. As new SIPI and Digitrax clients are brought on, the Brand PMO Manager will help lead the team in support of these new clients.

SUMMARY OF ESSENTIAL JOB FUNCTIONS

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

- Manage all Brand PMO team members and support their career growth and job skills/requirements.
- Develop customer knowledge of current brand clients and associative technical solution sets.
- Proactively monitor customer satisfaction and advise the delivery and management teams as appropriate.
- Develop technical knowledge of authentication solutions offered in the brand division (physical, digital, and online).
- Oversee and report financial results for Brand division (DM reports, A/R, GM %, revenue, forecasting)
- Oversee annual budgeting process for Brand division.
- Ensure that all Brand programs are operating within contractual agreed obligations.

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- Manage touchpoints and client stakeholder meetings at management level
- Review and oversee support hours for each Brand client
- Manage the implementation of new Brand programs
- Key contact in Brand division complying with the company's safety procedures, quality systems (ISO 9001), and other audits.
- Work with a cross functional team to facilitate projects and to meet commitments and deliverables to the client
- Spearhead Continuous Improvement programs
- Work with Legal on NDA's, Contracts, and SOW's
- Travel up to 20% (domestic)
- Manage all expenses to approved budget

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 business, information systems, engineering, or equivalent experience desired
- 5+ years of Program or Project Management experience
- Project Management
- Program management
- Solution delivery management
- Strong organizational skills
- Strong cross-functional management skills and experience
- Good communication skills, with the ability to facilitate solutions within a process, ask questions, and work across several groups
- Building effective client and partner relationships
- Ability to influence action across the Authentix organization
- Management/leadership skills-motivating others to act
- Management and leadership of direct reports
- Creativity-finding new angles to address challenges
- Aptitude for engaging credibly across functions internally and building networks/relationships with key stakeholders internally and externally

SPECIAL REQUIREMENTS

- Up to 20% Travel
- Addison-based employee
- Work in office requirements (discussed with VP, PMO)

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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.

Environment: Work is performed primarily in a standard office 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 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.

<i>Human Resources use only</i>	
Job Title	TITLE
Management (Yes / No)	
Status (Exempt / Non-Exempt)	
Date Revised	
HR Approval Signature / Date	
Executive Approval Signature / Date	