



Position: Program Manager

Department: QA

Reporting to: Vice President of Quality Assurance

Location: Corporate Headquarters – Houston TX

ARGUS Software provides software and services that enable its customers to better manage the financial and operational performance of their real estate portfolios. Thousands of the industry's leading owners, managers, financial institutions and REITs trust ARGUS Software solutions to improve the visibility and flow of information throughout their critical business processes.

We currently have an opportunity for a company-wide program manager. The role and function of this position is of a single person PMO office.

#### **RESPONSIBILITIES:**

- Responsible for running complex programs and projects from inception to post implementation evaluation.
- Provide the leadership, coordination and support of the project management framework and processes.
- Single point of accountability and owner for the status, updates and organization of all ARGUS projects.
- Participate with project managers and other stakeholders in the creation of project charters, plans, phases, milestones and tasks.
- Build and maintain a company-wide skills matrix to be utilized in planning, booking and assigning project resources.
- Ensure proper notification and approval processes are being followed in obtaining and matching resources to task assignments.
- Own the process of ensuring all phases, tasks and milestones are updated daily and tracked to the targeted delivery date. This includes following up on specific tasks and escalating when necessary.
- Accountable for the strict adherence of project management guidelines, company initiatives and reporting.
- Ensure that all resources are: properly estimated, accounted for and accurately reporting time sheets at a task level.
- Responsible for maintaining a base line, change control and risks. Additionally, this person will participate in the change control process and mitigation of risk.

- Responsible for the preparation of weekly management status reports, pre-meeting work, meeting agenda, meeting notes and deliverables on a portfolio and project bases.
- Maintain an executive level dashboard view of all projects updated on a daily bases.
- Responsible for creating special reports for project managers and executives as needed.
- Maintain all project initiatives in our PM system, Open Air.
- Communicate and publish formal project management directives and processes within the organization.
- Will be a liaison between executives, functional managers, associates and external customers.

#### **REQUIRED SKILLS:**

- PMP Certified.
- Skilled in project management methodologies.
- Experienced in managing large scale software development projects.
- Experienced in customer facing service project engagements.
- Excellent communicator and well developed inter-personal skills.
- Expert in meeting preparation, facilitation, note taking and action item follow ups.
- Experienced in working with an Agile environment.
- Able to deal effectively with changing priorities, direction, and time frames.
- Able to influence people to get things done when you don't have formal authority.
- Relationship builder.
- Extremely Organized.
- Expert listening and requirements gatherer.
- Open Air experience a plus, but not required.

#### **HOW TO APPLY:**

Please send a cover letter specifying position of interest for which you are applying along with your resume to: [sbezner@argussoftware.com](mailto:sbezner@argussoftware.com)