



PROJECT MANAGER JOB DESCRIPTION

THE WORK

The first thing you will do is get trained on the Infor EAM solution. Initially the training is a combination of classroom and remote training on the Infor product itself, and the second part of the training is hands on experience with other Advoco consultants.

Your main focus will be contributing to project management for our clients. This job requires a passionate person committed to working together to successfully manage the company's projects.

Here are some things that are done during a Project Delivery:

- Track budget, schedule, project scope, project activities, and risks/issues for various projects.
- Lead various status meetings.
- Help coordinate project resources.

THE PERSON

- Detailed oriented, solution focused
- Communicative regarding timeline, design and delivery tasks to be completed
- Innovative and a creative problem solver
- Open and flexible to travel 20-25% of the time in order to provide on-site consulting services to clients
- Highly organized
- Ability to maintain level headedness in high pressure situations.

THE SKILLS

- Ability to manage multiple projects using outstanding organizational skills
- Excellent interpersonal, written, and verbal communication skills to create and maintain long-lasting client relationships
- Take initiative in learning and developing EAM knowledge
- Open and willing to studying and taking PMP certification exam



THE EXPERIENCE

- Bachelor's Degree in business management, project management, or related field preferred
- Excellent knowledge of PC environments particularly MS Office
- Experience leading projects or teams

THE BONUS

- Experience leading software implementation projects.

WHY ADVOCO

It all started with a dream 18 years ago. Since inception in 2002, our vision to earn the title of Trusted Advisor has never been more evident. Advoco's group of individuals, who each possess contagious enthusiasm, makes up a team that strives daily to do something awesome. And we want you to be a part of that team too.

ABOUT ADVOCO

Advoco is a leading management and consulting services company passionate about helping clients transform their organizations by deploying Infor's EAM solution to improve their assets' performance. As the largest Infor EAM consulting and services company in North America, with offices in Berkeley, CA, Greenville, SC, and Syracuse, NY, Advoco is reaching every corner of the EAM market making a difference for our clients every day. Founded in 2002, Advoco has continued to be a premiere resource for anything Infor EAM and leverages our domain expertise in maintenance improvement, configuration, implementation, web service know-how, integration, report development and on-going support.

WHY TOP TALENT JOINS OUR TEAM

Professional Growth:

- Rapid Expansion: Doubling in size in the past 3 years with a consistent growth pattern, Advoco provides substantial opportunity for you to grow with the company.
- Work with Fortune 1000 companies: Contribute to the Infor EAM success of numerous enterprise organizations.
- Award winning: Receiving high recognition in the EAM industry, Advoco is a team of innovative, hardworking, and proficient professionals.



- Career growth: In business or technical tracks, you will learn from our dynamic workplace with mentorship from a strong leadership team and knowledgeable colleagues.

Atmosphere & Perks:

- Greater than yourself: As an active member of the community, we at Advoco enjoy giving back.
- Culture: In addition to an environment that facilitates personal growth, we more importantly encourage a culture that is **fun** including fitness challenges, winemaking, philanthropy efforts, happy hours, and our infamous annual Christmas party (planning to have it in Caribbean this year!).
- Flexibility: Sometimes life gets in the way; at Advoco we accommodate for life's unexpected challenges.
- Family: At Advoco, we consider each other family. We support one another in and out of the work place. Whether you have a question or need some advice, you will always have a friend to lean on here.