



Role: Project Manager

Job Location: Remote (Work from home), with estimated travel of 25% to client sites

Agilea Solutions is a rapidly growing, energetic consulting company with a fun, fast-paced team environment. In this innovative company you will bring us your passion to deliver, your strong technical and functional skills, and we will provide you with the opportunity to deliver innovative solutions to our enterprise clients.

We help clients ensure their Workforce Management (WFM) systems can respond to rapidly changing business needs and deliver more effectively. Timekeeping, Absence Management and Scheduling are not only key components of WFM systems, but they are crucial business processes for our enterprise clients. Our WFM Services and TestAssure automated testing software delivers value to our clients by helping them configure, integrate, and test their WFM systems to ensure those systems continue to deliver accurately and with precision.

Position Summary:

The Project Management Role is responsible for providing management expertise in the implementation of WFM software systems. The Project Manager should be comfortable managing multiple projects with varying scope. Duties will include management of timeline, budget, and resourcing for each project, providing status reporting and managing customer expectations. The position requires the ability to coordinate with clients, colleagues, and partners to ensure a successful project outcome.

This position requires the ability to work without supervision to manage WFM implementations. The Project Manager is expected to provide guidance and support to project team members, and to coordinate all aspects of the projects with colleagues, clients, and partners to complete the deliverables, and escalate project or team issues as necessary. The Project Manager must be comfortable leading a project, a full lifecycle implementation and/or upgrade.

Essential Duties & Responsibilities:

- Learn and maintain training on WFM systems and or processes as necessary
- Manage multiple projects at a time, including timelines, resources, and budget.
- Follow and adhere to project delivery methodology based online of business and client requirements
- Create and maintain the project timeline with input from all resources including the client, partners, and team
- Follow up, guide and coach the project team on tasks and deliverables
- Provide project status and reporting based on client and Agilea requirements
- Identify and address project scope and timeline changes with the customer, partners, and Agilea. Involve Sales/Customer Success as needed for change orders or additional funding
- Manage the escalation process with leadership with internal and partner leadership as needed
- Support in developing Objectives and Key Results as part of the teams based on guidance from leadership to align to department and company goals. Track, coach and escalate on delivery of Objectives and Key Results
- Work with internal stakeholders and help manage team adherence to policies and procedures, including but not limited to, processes for IT security, timesheets and approvals, time off requests and approvals, feedback, and reviews, etc.
- Work with internal stakeholders and other departments to help achieve the overall goals of the services team
- Evening and weekend support may be required for client go-live, cutovers, etc. as a project timeline dictate



Additional Duties & Responsibilities

- Ability to manage multiple tasks, work in a team environment, understand and be responsive to project and customer needs.
- Ability to estimate time required to complete a task, communicate progress, and deliver to milestones.
- Good oral and written communication skills; ability to work remotely.
- Ensure adherence to company and client policies and procedures, including but not limited to, processes for IT security timesheets, time off, feedback and reviews etc.
- Contribute to Objectives and Key Results (OKRs) defined that align with corporate, department and team goals
- Attend meetings with clients, company and partners as required to perform duties and responsibilities
- Up to 25% of travel time expected for the position, where the travel occurs, such as locally or specifically in the United States.
- Work with geographically dispersed resources and virtual teams
- Build and maintain relationships with your colleagues, partner, and client resources.