

## JOB LEADS #873

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Joseph's People is working hard to help you get back into your career or go into a new one that supports you and your family. Have you visited all the places on our new web page? You will find a lot of very useful things there and we are on a mission to add more useful items.

Listen to the Conversations With Kurt for some excellent advice on problems you may be encountering.

Don't forget to open other Job Leads to see who is hiring. Even if the job is not right for you, the company may have something else that will be right up your alley.

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## EXECUTIVE LEADERSHIP POSITION AVAILABLE: Pennsylvania Catholic Conference

February 01, 2018



**The Pennsylvania Catholic Conference (PCC)** is the public affairs agency of the eight Latin Rite and two Eastern Rite Catholic dioceses in the Commonwealth of Pennsylvania. Located in Harrisburg, PA, PCC currently employs a professional staff of eight individuals who are under the leadership and supervision of an Executive Director.

Due to the impending retirement of its present Executive Director, PCC is seeking a highly-qualified and experienced individual to assume that position.

Minimum qualifications include a bachelor's degree in theology, political science, public policy or a closely related field. A graduate level or law degree is preferred. Experience working as a

lobbyist or equivalent legislative and public policy experience is essential. The successful candidate must demonstrate a knowledge of and fidelity to the mission of the Catholic Church and its public policy positions.

Applicants may present their qualifications by transmitting a curriculum vitae along with a letter of interest, in confidence, to:

PCC Executive Director Search Committee

c/o Most Rev. Ronald W. Gainer

Catholic Diocese of Harrisburg

4800 Union Deposit Road

Harrisburg, PA 17111-371

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> Recovery Centers of America will be hiring for several roles at our corporate call center, including Customer Care Advocates and Supervisors.

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> Shifts available: 3:30 PM - Midnight.

> Days: Thursday - Monday or Saturday - Wednesday.

>

> To register please visit: <https://recoverycentersofamerica.com/events/job-fair-contact-center-king-prussia-pa-march-10-2018/>

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> If you have any questions, please contact Tracy Sidoriak at 833-RCA-JOBS.

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> Recovery Centers of America - Corporate Headquarters

> 2701 Renaissance Blvd.

> 4th Floor

> King of Prussia, PA 19406

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**Title: [Record Center Specialist 1](#) (Warehouse Worker) 21534**

**Location: Wilmington, DE 19802**

**Duration:2+months**

**Pay Rate: \$12.00/hr.**

**Shift Timings: (09:30:AM - 06:00:PM)**

Record Center Specialists have to kneel, squat, reach, and bend forward frequently throughout their shifts. Their primary tasks include the moving, arranging, lifting and loading of storage boxes, bins and totes. Boxes, bins and totes range in weight from 24lbs 50lbs. Employees move boxes manually and via hand carts.

**Protective footwear is required and shall meet ASTM F2413-11 "Standard Specification for Performance Requirements for Protective ( Safety) Toe Cap Footwear" and have a slip-resistant rating designated as "Better or Best"**

**Job Summary/Work Schedule**

Normal Work Schedule: 5 days a week, 9 hours a day including 30-minute lunch and two 15-minute breaks.

Description of position and job requirements: Employees process orders and move boxes of files, books, binders and other materials. The work is very physical requiring the manual lifting, carrying, and moving/arranging of boxes while standing, stooping, crawling, kneeling and twisting. Employees must be able to lift and carry boxes ranging in weight from 24-50lbs on a regular basis, without assistance. Employees must be able to load and safely operate hand trucks and pallet jacks while walking on uneven and concrete surfaces.

**Essential Functions:**

- Walk, stand, kneel, squat, stoop and bend for extended periods of time
  - Work without assistance in order to grip, lift, push, pull, and carry boxes including up and down inclines, stairs, and over changes in walking surface/elevation
  - Read and write English
  - Lift and move boxes, read labels, and process incoming and outgoing orders.
  - Operate hand held scanner
  - Climb and balance on Ladder Carts (not step ladders)
  - Lift and carry boxes weighing up to 50 lbs without assistance for prolonged periods
  - Employee must be able to load, operate and move hand carts, pallet jacks and various other material handling aids
  - Load and shrink wrap pallets at ground level, or on carts
  - Load boxes onto pallets and load pallets onto trucks manually and with material handling aids
- Position Comments: Warehouse environment - Safety shoes required

**Please provide the following information**

**Rate Expectation:**

**Full Name:**

**Contact No:**

**Alternate contact (if any):**

**Email address:**

**Current Location:**

**Relocation:**

**Availability:**  
**Visa status**

Kindly share your detailed resume at [ankitas@etalentnetwork.com](mailto:ankitas@etalentnetwork.com)

If you are qualified and interested in making a change or know of a friend who might have the required qualifications, please call me ASAP at (703) 666-9171 Ext.203, even if we have spoken recently about a different position. If you do respond via e-mail please include a daytime phone number so I can reach you. In considering candidates, time is of the essence, so please respond ASAP. Thank you.

Sincerely yours,  
Ankita Sharma  
E TalentNetwork  
<http://etalentnetwork.com>  
8251 Greensboro Drive Suite 250  
McLeanVA  
[ankitas@etalentnetwork.com](mailto:ankitas@etalentnetwork.com)  
(703) 666-9171 Ext.203

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## **The search is on! Looking for talented Military Veterans to join our Facilities Technician teams.**

The Facilities Technician is responsible for keeping our fiber-optic network performing with 99.9% reliability. You will be out and about in the neighborhoods we serve, installing, testing, repairing and maintaining the technology that keeps millions of customers connected. The incredible VTeam culture provides a collaborative and dedicated environment to focus on delivering the promise of the digital world. Join our team to make a difference, because when all is said and done, better matters.

Current openings in New Jersey!  
[CLICK HERE TO APPLY!](#)

Current openings in Pennsylvania!  
[CLICK HERE TO APPLY!](#)

## **Verizon's commitment to Military Hires**

Verizon has been named [#1 Military Friendly Company](#) for 2018. We know first-hand the exceptional leadership, skills and perspectives that Veterans can bring to our business. We are

committed to making this a great place for your next contribution. Let's talk about how the best trained can join the best team.

[CLICK HERE TO APPLY!](#)



Ed Maldonado  
USMC Veteran  
Recruiter

One Verizon Way  
Basking Ridge, NJ 07920

Office: (908) 559-1747

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[Wawa](#), the beloved chain of convenience stores, has almost 700 stores in Pennsylvania, New Jersey, Delaware, Maryland, Virginia, and central Florida, and is continuing to expand with new locations planned in [Upper Darby](#) and possibly in [Center City](#), across from Independence Hall.

#### **Manager of Benefits**

This position develops the strategy and oversees the administration of the company's medical, dental, and vision plans; manages service providers for benefits administration activities; and prepares health insurance expense budgets for all company organizations.

The ideal candidate will possess a bachelor's degree in human resources, business, accounting, or a health-related field; a minimum of five years of health and welfare benefit plan administration and plan management; and three years of supervisory experience.

[Click here](#) to read more about the Manager of Benefits position at Wawa.

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Located in Wayne, [Navigate](#) is a consulting firm focused on strengthening collaboration among executive management, business operations, and technology. Navigate consultants form true partnerships with clients based on trust and candor.

### **Business Development Executive**

This position identifies, pursues, and closes new business opportunities; helps develop and deliver comprehensive BD business plans; and develops and maintains effective, valued, and trusted relationships with key decision-makers within prospects.

The ideal candidate will possess a bachelor's degree; a minimum of 10 years of new business development, account management, and sales experience; and a proven record in selling complex services at the C-level of Fortune 500 companies.

[Click here](#) to read more about the Business Development Executive position at Navigate.

### **Senior Consultant**

This position builds project plans, communication plans, and documents current state business processes; provides clear and consistent communication with the client and team members; and contributes to creative solutions to solve client business problems.

The ideal candidate will possess a bachelor's degree in business or management information systems; and a minimum of three years of experience within management consulting participating in the delivery of complex projects and the creation of professional client deliverables.

[Click here](#) to read more about the Senior Consultant position at Navigate.

### **People Team Talent Specialist**

This position is responsible for sourcing, recruitment, performance management, compensation studies, and coaching; maintains an active pipeline and talent community; and supports the continued growth, development, and performance of the team.

The ideal candidate will possess a bachelor's degree in HR or OD; PHR/SPHR or other HR or recruiting certifications; one to three years of experience as a recruiter, preferably with agency work; and one year of experience as an HR generalist.

[Click here](#) to read more about the People Team Talent Specialist position at Navigate.

## **Manager**

This position assesses and manages internal resource commitments to client engagements; develops strategies for organizations seeking to modernize their business processes; and identifies client issues and opportunities.

The ideal candidate will possess a bachelor's degree in business or management information systems, though a master's degree is a plus; a minimum of six years of experience with a national consulting firm; and the ability to manage a client project or work stream.

[Click here](#) to read more about the Manager position at Navigate.

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Located in Chester, [Widener University](#) is a private school focused on dynamic teaching, active scholarship, personal attention, leadership development, and experiential learning. Widener was recently named as the Pennsylvania university with the most [altruistic, civically minded students](#).

## **Data Specialist – Advancement Services**

This position records, files, and acknowledges all gifts and event registrations; maintains the integrity and accuracy of the Raiser's Edge database; and generates queries, exports, and reports as needed by various schools and colleges within the university.

The ideal candidate will possess a high school diploma or equivalent; a minimum of two years of data entry experience; intermediate knowledge of Microsoft Office applications, including Word, Excel, and PowerPoint; and strong communication skills.

[Click here](#) to read more about the Data Specialist position at Widener University.

## **Enrollment Services Representative**

This position electronically certifies all students through the Veterans Administration website and updates information each semester; processes payments received from the VA office; and monitors and reports changes in enrollment through the VA website.

The ideal candidate will possess a high school diploma or equivalent; VA Once System experience and experience in data entry; Datatel/Colleague experience; and customer service experience.

[Click here](#) to read more about the Enrollment Services Representative position at Widener University.

## **Area Coordinator**

This position oversees the operation and management of co-ed residence halls ranging in size from 400-700 resident students; provides counseling, advisement, information, and referral services; and supervises, trains, and evaluates resident assistants.

The ideal candidate will possess a master's degree in higher education administration or a related discipline; a minimum of one year of professional housing experience; and strong administrative and supervisory skills.

[Click here](#) to read more about the Area Coordinator position at Widener University.

Founded in 1983, Aerotek, which has an office in Chesterbrook, is one of the top recruiting and staffing agencies in the world and the largest U.S. staffing firm in several categories, including the engineering, clinical/scientific industries, and industrial segments.

### **Administrative Assistant**

This position greets and hands out applications to all walk-in contractors; maintains the drug testing/medical surveillance process; and processes tax credit forms and other state-required forms in a timely manner.

The ideal candidate will possess a minimum of one year of experience in a customer service-related position; the ability to prioritize, organize, problem-solve, and meet deadlines; and effective communication and follow-up abilities.

[Click here](#) to read more about the Administrative Assistant position at Aerotek.

### **Recruiter**

This position identifies qualified candidates through various recruiting and sourcing tools; screens and interviews qualified candidates; performs various customer service-related activities; and maximizes profitability by understanding client needs, providing quality contractors, and proactively marketing ideal candidates.

The ideal candidate will preferably possess a bachelor's degree; experience in customer service or sales; and experience collaborating in a team-oriented environment.

[Click here](#) to read more about the Recruiter position at Aerotek.

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### **Title: Data Analyst**

**Location: North Wales, PA**

**Duration: 6 Months (with possible extension) Only on W2**

### **Position Summary:**

This position will be responsible for **helping process returns and rebate processing.**

- Obtain customer order information that is needed to create Return Material Authorizations for all returns coming to North Wales.
- Work with the Receivables Department and the Shipping Carriers to resolve return discrepancies.
- Minimize returns by monitoring return requests when the product is in good condition.
- Gather return information for the Logistics and Fulfillment Planning departments.



- 45% Assist with processing expired and recalls returns in the Automated Return System.
- 10% Issue manual credits for Expired and **RMA credit adjustments**.
- 10% coordinate the QA reimbursement process between the Pricing Department, Accounts Payable and Accounts Receivable.
- Field customer phone calls related to reimbursement questions.
- 15% Set up credit requests in Oracle and enter payments in log.
- Assist in calculating rebates for smaller and mid-size account.
- 15% Answer customer calls related to returns.
- 5% Follows **Safety, Health, and Environmental** policies and procedures.

#### Position Requirements

- Education Required: High school diploma or **GED required**.
- Education Preferred **2 to 4 year** degree in related business area preferred.
- Strong experience with **EXCEL!!!**

- Shilpi Verma  
Technical Recruiters  
**Integrated Resources, Inc**  
**IT REHAB CLINICAL NURSING**  
**Inc. 5000 – 2007-2014 (8th Years)**  
Certified MBE I GSA - Schedule 66 I GSA - Schedule 621I I GSA - Schedule 70  
[shilpi@irionline.com](mailto:shilpi@irionline.com)  
(732) 662-7986  
Edison NJ 08817

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**Title:** Order Fulfillment Professional – II (11612)  
**Location:** Trevoze, PA - 19053  
**Duration:** 8 Months will extend to 2.5 Years

#### Description:

Function as single point of contact for issues of product status, product quantities, time of delivery, PO status, and PO change requests regarding quantities adjustments or date changes

#### **Responsible for materials management, order management and logistics planning activities**

Ensures product shipment integrity through all stages of product receiving, inspection, warehousing, shipment and delivery to ensure customers receipt of product in accordance with sales order demands  
 Establishes Quality Assurance inspection schedules and priorities to ensure completion of QA inspections and release of products.

Creates and updates statistical data, spreadsheets, reports and charts to identify product availability, sales order demands, customer priorities and product allocation to meet customer demands  
 Produces master and specific schedules for manufacturing and production to meet delivery dates and product quantities to fulfill customer orders 4 year degree

Experience in production planning, scheduling, inventory control, sales order fulfillment, product distribution and shipment

Demonstrated abilities in production planning, researching, responding to and resolving sales order, logistics, product allocation and shipping inquiries and other related issues utilizing Sales Order

Management systems

Communication skills to provide production schedules, to prepare and present plans and information to manufacturing, sales and order management personnel and to customers.

Experience using Microsoft PC software including extensive use of Excel spreadsheets, Word, Access and SAP business system or similar sales order management software application.

5-7 years of experience

This position requires solid customer service skills and excellent written communication skills.

Ability to utilize multiple computer applications is critical to solve customers' problems.

Ability to demonstrate business experience and success in the following areas: Project management,

Good problem-solving skills, Effective use of PC including Microsoft Office and Excel required.

The ability to work well in a dynamic, fast-changing environment that requires a high degree of multi-tasking with minimal supervision. Collaboration-Bringing groups together across the organization - ability to communicate across all levels of the organization. Creative thinker-Have previously demonstrated "design thinking" – thinking outside the box

Bachelor's degree or Three or more years of work experience

Knowledge of supply chain and logistics a plus, but not required

Reliable attendance and consistent punctuality are essential for this role. We are looking for a dependable professional who consistently arrives at work on time and stays until their shift is over. We are looking for someone that is responsible.

I look forward to hear from you.

Thank you!

Regards,

**Akarsh Rana**

**Executive Resourcing**

Pyramid Consulting, Inc.

11100 Atlantis Place Alpharetta, GA]

Email: [Akarsh.Rana@Pyramidci.com](mailto:Akarsh.Rana@Pyramidci.com)

Desk: (770) 255-3535

Web: [www.pyramidci.com](http://www.pyramidci.com)

USA | Canada | UK | India | Singapore

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**Client: Ricoh Americas Corporation**  
**Job Title: Associate Analyst-Transportation**  
**Location: Malvern, PA 19355**  
**Duration: 2 Months Contract**  
**Hours: 08:00 AM – 03:00 PM (Monday – Friday)**

#### Position Profile:

- The Associate Fleet Analyst, Transportation is responsible for providing analytical and planning support to Client's private fleet consisting of over 230 trucks and 250 drivers.
- Generate reports for decisions support, ensuring accuracy and analyzing data.
- Position requires working effectively with functional leaders and other cross-functional resources in a collaborative manner to analyze issues and drive improvement throughout the private fleet.

**Job Duties And Responsibilities:**

- Publishes Client's fleet KPI metrics and works with field management to identify and recommend changes
- Monitor and report monthly fleet expenses
- Provides support to Fleet Manager to help analyze data to identify cost savings opportunities on special projects
- Instills Safety and Compliance policy and programs throughout Client's private fleet
- Leads cross-functional Accident Review Committee meetings
- Manages vendor responsible for auditing Driver Qualification files and DOT logs to ensure files are up to date and accurate
- Oversee and execute driver incentive program and work with field management on opportunities for improvement
- Revise and edit Corporate Driver Handbook
- Assist field operations in the event of a DOT audit
- Justifies and implements new training programs for field operations to achieve zero incident targets established by Supply Chain leadership
- Interfaces with safety vendors and to monitor service level agreements, process invoices for payment, and utilize the vendor's full range of service and program capability

**Qualifications (Education, Experience, and Certifications):**

- Four-year college degree in Business or comparable experience preferred
- Proficiency in MS Office Suite is required

**Knowledge, Skills And Abilities:****Typically Required:**

- Associate Degree or equivalent from a 2-year college or technical school; 2 - 4 years of related business experience and/or training preferred.
- Experience with Microsoft office tools (Word, Access, Excel, PowerPoint) and/or similar office/reporting tools.
- Some exposure or proficiency in Enterprise tools (Oracle/ERP/etc), web based reporting and other personal computer applications is a plus.
- Experience with Lotus notes a plus.

**Possesses these core skills:**

- Written and verbal communications.
- Understanding of business and technical dependencies and concepts.
- Planning, monitoring, measuring the business services supported.
- Eliciting business requirements.
- Requirements management and communication.
- Requirements analysis.
- Requirements organization.
- Translating and simplifying requirements.
- Assess and validate their activities and to determine if a solution has fulfilled the requirements.
- Assisting with the business case.
- Managing day to day business services.
- Use requirements to drive the design or review of test cases, process change requests, and manage scope, acceptance, installation, training and deployment.
- Effective teamwork and interpersonal skills.
- Effective time management skills.
- Ability to work in a direct and matrixed team environments.
- Ability to prioritize and meet scheduled deadlines.
- Clear verbal and written communication skills.

**Working Conditions, Mental And Physical Demands:**

- Typically, an office environment with adequate lighting and ventilation, and a normal range of temperature and noise level.
- Work assignments are diversified. Interpret, comprehend and apply complex material, data and instruction – prepare, provide and convey diversified information.
- Minimal physical effort required.
- Work is mostly sedentary but does require walking, standing, bending, reaching, lifting or carrying objects that typically with less than 10 lbs. (e.g., papers, books, files and small parts, etc.). Moderate dexterity – regular application of basic skills (calculator, keyboard, hand tools, eye/hand coordination).

**Please call me as soon as possible on my number 703-889-6854**, so that I can qualify and **submit your updated resume for this position**. Send us a copy of your most latest Word formatted resume with current contact information and the preferred means of communicating with you. Also, fill out the questionnaire below and send it to us, this will assist us in understanding you profile in depth before we have a technical discussion on this opportunity.

- What is your full legal name?
- Have you ever submitted your resume/ worked to/with client before?
- Are you currently on a project? If yes, how soon can you start?
- Any other Interviews/Offer in Pipeline?
- How soon will you be available for Phone/in person interview with the client?
- Would you prefer to work as a Salaried or Hourly employee? What is your pay expectation?
- Are you open to relocation? if yes, what locations?
- Contact Info:
  - Phone:
  - Alternate Contact:
  - Email ID:

**Also, be aware that our client conducts a criminal background check/ Test for Drug of Abuse on candidates who are extended offers for employment. Therefore, please let us know if you have anything in your background that could possibly prevent you from working with our client.**

**About LanceSoft, Inc.****Who we are:**

*In business since 2000, LanceSoft is a nationally certified Minority Business Enterprise (MBE) that has established itself as a pioneer in providing highly scalable, cost-effective workforce solutions to a diverse set of customers across various industries in the United States. Headquartered in Virginia, LanceSoft currently operates out of several locations in the US and Canada.*

**What we do:**

*We implement our metric-driven processes to offer a unique mix of cost-effective staffing solutions to our clients that include – temporary, temp to perm and permanent staffing of IT and Non-IT professionals. We distinguish ourselves with our “high-touch” approach and offer lasting relationships by consistently delivering high value to our clients.*

**What you can expect from us:**

*At LanceSoft, we provide a dynamic work environment that continuously nurtures innovation, strategic thinking and creativity complemented by strict process controls. Our approach to do business adds value to the services we offer giving it a “personal touch”. LanceSoft’s team, hand-picked from the best, comprises of agile employees who continually focus on how they can positively impact the business growth. With motivation and positive interpersonal support at work, LanceSoft team operates in an efficient work environment maximizing the employee output and making the most of organizational resources.*

**Want to know more about us?**

**Web:** <http://www.lancesoft.com/>

**Twitter:** @Lancesoft\_Inc

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**JOBS WITH CHESTER COUNTY GOVERNMENT:**

CHESTER COUNTY is an Equal Opportunity Employer and complies with the Americans with Disabilities Act, offering a competitive, flexible benefits package for full-time employees, including health, long-term disability, dental, life insurance, and more.

**Auditor II**

This position utilizes knowledge of internal audit processes to perform annual audits of the Chester County Row Offices, District Courts, and other county agencies while ensuring compliance with government Yellow Book standards.

The ideal candidate will possess a bachelor's degree in accounting; one to two years of internal audit and/or government audit experience; strong analytical and reasoning skills; and working knowledge and experience with Microsoft Office programs.

[Click here](#) to read more about the Auditor II position with Chester County.

**Financial Coordinator**

This position works closely with department managers to ensure capital project monies and projected timelines are properly reported; researches grant opportunities for the county; and performs cost analysis studies and comparisons as needed.

The ideal candidate will possess a bachelor's degree in accounting or a related discipline; six years of job-related experience; strong analytical, problem-solving, supervisory, and organizational skills; and working knowledge of budgets, spreadsheets, and interpreting audits.

[Click here](#) to read more about the Financial Coordinator position with Chester County.

**Support Staff IV**

This position provides intermediate-level clerical support and interpretation services for the Bureau of Personal Health Services; interprets and translates Spanish for maternal child health and communicable disease clinical programs; and enters data into the state vaccine registry.

The ideal candidate will possess a high school diploma; proficiency in English and Spanish; one to two years of general office experience; and skills with word processing, Outlook, and basic spreadsheets.

[Click here](#) to read more about the Support Staff IV position with Chester County.

**Caseworker II**

This position responds to allegations by conducting general protective service assessments; engages families to develop plans; provides resources and referrals to community services; and ensures the provision of ongoing and placement prevention services.

The ideal candidate will possess a bachelor's degree in social work or a social science; a year of paid social services experience; excellent writing skills; and fluency in English and Spanish.

[Click here](#) to read more about the Caseworker II position with Chester County.

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## PRODUCE MANAGER AT THE CHESTER COUNTY FOOD BANK:

### CONTACT:

R. Stanley Schuck

Director Emerita, Strategic Initiatives

CCEDC

737 Constitution Drive

Exton, PA 19431

Work 610-321-8225

Cell 215-478-5772

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Headquartered in East Goshen, [Communications Test Design, Inc. \(CTDI\)](#) is a full-service engineering, repair, and logistics company that provides best-cost solutions to the communications industry.

### **Quality Manager**

This position performs corrective action investigations, determines root causes, and defines corrective/preventative action measures; performs internal audits; and provides tactical strategic support at various branch locations.

The ideal candidate will possess a bachelor's degree in electrical or industrial engineering; a minimum of five to seven years of quality management experience, preferably in a distribution/warehouse center environment; and ISO Lead Auditor certification.

[Click here](#) to read more about the Quality Manager position at CTDI.

### **Inventory Supervisor**

This position develops and implements a formal inventory control program in the company's 3PL distribution center; executes formalized inventory procedures; and generates detailed cycle counts in order to provide measurable inventory results.

The ideal candidate will possess a bachelor's degree in inventory management, logistics, or a related discipline; CPIM certification; three to five years of inventory process management experience; excellent organizational and analytical skills; and strong project management skills.

[Click here](#) to read more about the Inventory Supervisor position at CTDI.

### **Network Engineer**

This position designs, implements, and maintains WAN/LAN networks in company facilities across the United States; determines requirements and develops secure, robust connections between business units and customers; and creates detailed design documentation and implementation plans.

The ideal candidate will possess a bachelor's degree in a relevant discipline; a minimum of five years of experience with a Cisco-based network; knowledge of IPSEC VPN and DMVPN; and experience with Cisco-based Wireless Access Points and Controllers.

[Click here](#) to read more about the Network Engineer position at CTDI.

### **Production Control Supervisor**

This position supervises production and the technical activity of production lines; monitors departmental performance metrics to ensure production requirements are met; and provides first level of support for any escalated issues.

The ideal candidate will possess a technical degree or certification; a minimum of five years of supervisory experience in a high-volume production environment; and excellent analytical, written, and verbal communication skills.

[Click here](#) to read more about the Production Control Supervisor position at CTDI.

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### **Job Title: Project Manager**

**Job id: 529981**

**Location: Harrisburg, PA**

**Type: Contract**

**Duration: 3 months**

**Interview Type: Webcam**

### **Job Description:**

Project Manager Tasks: The key responsibility of the Project Manager will be to work with the Stakeholders and Technical Team to help facilitate the rewrite of the existing Contractor Responsibility Program System (CRPS) application. In its current state, CRPS does not effectively meet the agencies' business requirements due to its instability, difficulties in system

maintenance, and system enhancements. Moreover, those processes that utilize the system and those processes that are part of the overall Contractor Responsibility Program must be investigated and rewritten, as needed, to align and standardize the processes across the enterprise. This project will encompass the work required to meet the following:

- Creating a seamless and consistent user interface for agencies to search, retrieve, and update data
- Modifying and/or enhancing the CRPS related processes to align and standardize the processes across the commonwealth agencies
- Adjusting the existing interfaces and creating new interfaces, as needed, from the modifications being made to the CRPS related processes
- Developing custom reports as well as ad hoc queries
- Cleansing/Migrating all data from the existing database to the new database
- Revising Management Directive 215.9 Contractor Responsibility Program to meet the objectives and changes to the Program as a result of the project's work

The following product deliverables are anticipated:

- Rewrite CRPS application to a modern technology platform
- User authentication with Keystone Login service developed by OA-Client
- Cleansing of existing CRPS data and migration to the new platform
- SWIF, UC and Revenue Data Enhancements
- Automated Interface with DCED and DCNR
- Reporting
- User provisioning
- Management Directive Rewrite
- Self-Vendor Checking Project Implementation Approach

All information relating to the product deliverables listed above will be entered into Microsoft's Team Foundation Server (TFS). Every deliverable will have its own requirements document, detail design/architectural document. All unit tests and testing plans will be entered into TFS. The product deliverables will be considered and referred to as 'features.' The features will be further broken down into user stories. The detailed functional requirements and business rules will be developed and documented for each user story. DGS and OB will determine the sequence of development for the user stories. The project development team will provide the business with the details and requirements for the user stories and the business will review and provide sign off. The development team will identify the tasks, determine the work effort, and time estimates to complete the user stories/feature. Milestones will then be developed and documented on the project schedule. The development team will perform the work necessary to implement the user stories/feature. The next prioritized feature will follow a similar review, sign-off, and implementation approach until all features and user stories are implemented.

Essential Functions:

- Develop and maintain an agreed project plan and detailed stage plans.
- Build and sustain effective communications with other roles involved in the project.
- Apply quality management principles and processes.
- Report project status as requested.
- Manage project activities to meet the timelines, budget, and stakeholder requirements/quality set out in the approved Project Charter, schedule, and other plans.

Skills and Qualifications:

- Excellent organizational skills, attention to detail and quality.
- Excellent oral and written communication skills.
- Excellent analytical and problem-solving skills.
- Strong leadership ability.
- Ability to work independently.
- Ability to work with varying levels of personnel across multiple agencies.

The Project Manager (PM) directs, administers, manages and facilitates an enhancement, business process reengineering or developmental project. The Project Manager is the individual ultimately responsible to the agency and project Sponsor. The Project Manager's primary responsibility is to drive the entire effort from start to finish. The Project Manager must ensure that the project is completed on schedule, within the defined budget and that the final product meets the business, technical, and established quality requirements. The assignment to a project of a PM1, PM2, PM3, and PM4 will primarily be dependent on the size, complexity, target audience, the breadth and scope of the project.

Role Description:

- Direct, administer, manage and facilitate an enhancement, business process re-engineering or



development of a high priority, high profile, and commonwealth enterprise – wide information technology project of strategic importance. • Accountable for activities with excess delivery cycles of 8 to 12 months. • Accountable for project coordination with multiple agencies. • Conduct reviews with agencies. • Report status and recommendations to senior leadership as needed. • Make decisions within the designated authority as defined in the project Charter to minimize project risk supported by sound analysis and project management best practices. • Mentor less experienced project management project staff to build overall understanding of project management when needed. • Manage, coordinate, and establish priorities for complete life-cycle of projects including the planning, design, programming, testing, and implementation of business solutions designed to meet requirements of various departments in the commonwealth. • Design project plans, which identify needs and define major tasks and milestones, based on scope, resources, budget, and personnel. • Coordinate project schedules across multiple agencies. • Accountable for the approval and sign-off of the Project Management Plan with customer representatives, and all affected project stakeholders. • Accountable for management of the project's scope for the project and gaining agreement and approval of scope changes with customer representatives and affected stakeholders. • Direct work planning and scheduling work. • Accountable for peer reviews with the appropriate project team resources. • Coordinate and present proposals to agencies as necessary. • Identify and manage project risk, and develop risk mitigation strategies, and track to closure. • Coordinate the establishment of project standards and project specific procedures with team leads. • Responsible for project compliance with standards and procedures. • Develop and facilitate achievement of project service commitments. • Ensure that tasks provide value and support the strategic direction of the project and meet service commitments. • Balance workload with project members' capacity. • Plan project specific training and orientation needs. • Responsible for the development of estimates for the enhancement, business process re-engineering or development effort in planning, analysis, design, construction, testing, and implementation. • Works with team leads to adjust and revise project estimates when necessary. • Ensure new project estimates are approved by the client and agreed upon. • Develop the detailed Project Management Plan for the enhancement, business process re-engineering or development effort. • Accountable for delivery of all work tasks identified in the Project Management Plan. • Manage, and track the project progress against the project schedule. • Develop work planning and scheduling work. • Monitor project milestones and phases and take corrective action as needed to ensure the project is on schedule. • Monitor and track the project budget and advise necessary stakeholders. • Plan, organize, prioritize, and manage multiple work efforts across the project team. • Notify team leads of project timelines, milestones, phases, work requests target dates, and approved executable work packages. • Accountable to schedule or monitor status reviews, project management inspections, and software quality assurance work product and process reviews with the appropriate stakeholders. • Responsible for the capture and reporting of required project management metrics. • Analyze and distribute reports on project metrics associated with work items related to improvement measures. • Ensure all changes to scope follow processes outlined in the Change Management Plan and are documented. • Prepare status reports on a periodic basis for the project team, team leads, group leads, Sponsor, and appropriate stakeholders. • Responsible to tailor and baseline all project templates. • Ensure processes and activities are followed. • Communicate and work with users and client as necessary. • Anticipate issues and proactively address them. Identify and track issues. • Build and maintain relationships with key stakeholders and customer representatives. • Serve as the primary point of contact for all project-

related issues and resolution of issues. • Communicate effectively with customers and software / hardware suppliers supporting the commonwealth as appropriate. • Communicate to team members how their work assignments relate to and help achieve project objectives. • Accountable for the final project management evaluation review with stakeholders.

**Skills Required:**

- Experience with formal project management methodology
- 4 year college degree or equivalent technical study
- Excellent organizational skills, attention to detail and quality.
- Excellent oral and written communication skills
- Excellent analytical and problemsolving skills.
- Strong leadership ability
- Ability to work independently

If this is an opportunity that is of interest to you, please provide us a copy of your updated resume along with a contact number and the best time to reach out to you. I look forward to connecting with you.

**Best Regards**

Kamala

Technical Recruiter

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Bridgewater, NJ 08807

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