

CAREER OPPORTUNITY

POSITION: **ERP/TECHNOLOGY PROJECT MANAGER**

DEPARTMENT: **OPERATIONS**

JOB # **622001-01**

LOCATION: **SOUTH SAN FRANCISCO, CA**

AVAILABILITY: **IMMEDIATE OPENING**

POSITION OVERVIEW:

The ERP (Enterprise Resource Planning) and Technology Project Manager is responsible for overseeing the implementation or upgrade of Steven Engineering's ERP system and other technologies which increase productivity, service or function of the organization. The successful candidate will recommend and implement technology within budget, on schedule, to the satisfaction of stakeholders and per the required quality standards.

QUALIFICATIONS:

- Bachelor's degree in Business Administration, Computer Science, or related field.
- 5+ years of experience working in a cross functional capacity at Steven Engineering or similar business.
- PMP certification or equivalent project management certification preferred.
- Intermediate Excel skills required.
- Strong leadership and communication skills.
- Ability to manage multiple projects and prioritize tasks effectively.
- Knowledge of the Infor Sx.e ERP system
- Experience managing cross-functional teams.
- Strong analytical and problem-solving skills.
- Strong attention to detail.
- Ability to work independently and in a team environment.
- Ability to work under pressure and manage tight deadlines.
- Ability to travel to meet with stakeholders, attend training sessions, or manage project resources.

RESPONSIBILITIES:

- Oversee the planning, development and integration of ERP systems or other technology with vendors and Steven Engineering personnel.
- Create and maintain a comprehensive project plan that outlines the project's scope, schedule, budget, and resources required.
- Establish a communication plan, which includes regular status updates and stakeholder engagement.
- Monitor progress, identify risks, and develop mitigation strategies to keep the project on track.
- Manage project resources, including indirect management of project team members and direct management of vendors and contractors.

- Develop strong vendor and contractor relationships to ensure deliverables are met within budget and on schedule.
- Review the functionality of the new ERP/Technology systems, as well as upgrades and modifications to current systems. Refine the system to best provide user satisfaction and optimum productivity through workflow and modifications.
- Track, analyze and resolve issues with the ERP/Technology systems related to the implementation or upgrade.
- Communicate with management on schedules, delays and work changes for ERP and technology projects.
- Train users on new and upgraded systems ensuring team members are motivated to achieve project objectives.
- Manage change across the organization to ensure successful adoption of the new system.
- Work closely with the executive team, department managers, IT personnel, and end-users, to ensure the project meets Steven Engineering's requirements and objectives.
- Steven Engineering, Inc., at the Company's discretion, reserves the right to revise or change position responsibilities as the need arises.

The ERP/Technology Project Manager will work in an office environment at Steven Engineering's main campus, although remote work may be an option on occasion and at the discretion of the ERP/Technology Project Manager's Supervisor. The ERP Project/Technology Manager will report to the CEO of Steven Engineering.

HOURS OF WORK:

As necessary to ensure timely completion of the project. The ERP Project Manager may be required to work outside of normal business hours to accommodate project deadlines and stakeholder availability.

PAY RANGE:

\$95,000 - \$115,000, DOE.

STEVEN ENGINEERING PROMOTES AND THRIVES IN A TEAM ENVIRONMENT.

This job description is not intended to be all-inclusive, and employee will also perform other reasonably related business duties as assigned by immediate supervisor and other management as required. Steven Engineering reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment. It is Steven Engineering's desire and process to hire candidates best suited for the position and to seek employees that meet the criteria for the position without regard to age, ancestry, color, disability, ethnicity, marital status, medical condition, national origin, race, religion, sex, sexual orientation, protected veteran status or on the basis of disability. Steven Engineering is a diverse workforce and, as such, every effort is made to encourage women and minorities to apply.

Steven Engineering will consider qualified applicants with criminal histories in accordance with the San Francisco Fair Chance Ordinance and the Los Angeles Fair Chance Initiative For Hiring Ordinance.

HOW TO APPLY:

Internal Candidates – Please contact a member of your Human Resources team for an Employee Transfer Request Form.

Submissions by **e-mail: hr@steveneng.com**

Our job number **622001-01** MUST be referenced on the subject line to be considered for this position.

Online: **www.StevenEngineering.com/Corporate/EmployOpps.html**

EOE