

Job description

Project Manager II

The Mississippi Department of Information Technology Services (ITS), Procurement Services Division is seeking qualified persons to fill the role of a Project Manager II. This role lends itself to an administrative or business background with strong attention to detail and an interest in technology. This is administrative work, but the subject matter of this work is always technology.

Key Responsibilities

- Manage complex projects including scheduling and facilitating meetings with stakeholders and managing timelines
- Provide proactive communication of project status, issues, and risks to team and stakeholders
- Responsible for interfacing between vendor partners and internal groups consisting of billing, change management advisory board, etc.

Required Skills

- The ability to multi-task and balance multiple projects while managing and meeting deadlines
- Strong interpersonal skills
- Customer service experience
- Strong oral and written communication
- Strong presentation skills
- Ability to work effectively with a team.

Qualifications

Qualified persons must have a Bachelor's degree and 2-4 years of experience

Benefits:

- Insurance: Health, Life, Dental, Vision, other supplementals.
- Paid Time Off/Holidays
- Retirement Plan
- Employee Assistance Program
- Remote Work Policy for eligible employees

Job Type: Full-Time (8 AM to 5 PM, Monday-Friday)

Salary: \$56,345.82 - \$73,953.89 per year

Interested applicants should email their resume to recruiting@its.ms.gov