

# Project Manager

## About AJO

AJO is a Human Capital Consulting firm specializing in HR Consulting, Talent Development and Career Transition Services. Through experienced listening, a caring partnership and exceptional quality, we help organizations succeed by helping their people to succeed.

Serving the NJ tri-state for over 35 years, AJO partners with organizations of all sizes, ages and growth stages, delivering services nationally and internationally.

We are proud of our long and dedicated partnership with human resource executives and senior business leaders and are appreciative of the strong relationships we have fostered with our clients.

We are committed to delivering individualized attention, customized services and superior results that our clients have come to expect since our founding in 1983.

## JOB DESCRIPTION

- As Project Manager you will be a key contributor in managing our Talent Development programs. You will partner with our VP of Talent Development in the development of account strategies, delivery, and management of customized leadership solutions and will serve as a key member of the client account team. You will provide support for varying projects for all practice areas, through identification of the budget, time, and resources for large and complex solutions. You will serve as an interface between all internal design and delivery systems and all operational systems. This position requires a high attention to detail and ability to create, update, maintain, and review program materials for accuracy.

## JOB DUTIES & RESPONSIBILITIES

- Projects support
  - TD Project Management
    - Discovering requirements
    - Coordinating meetings and communications between consultants
    - Development of timelines/ project plans
    - Setting up required content
    - Provide regular project updates to TD leadership
    - Supporting TD leadership as required
    - Provides direction to program delivery team and partners with other stakeholders to execute contract deliverables, which includes: large numbers of engagements; multi-phase, multi-cohort program delivery; high level of client interaction; complex pricing; multiple cultures; conducted in multiple locations; partnering with external vendors; requiring several modes of delivery.
    - Assumes responsibility for coordination, set-up, and maintenance of all of program materials, logistics, and technology
    - The ability to effectively and professionally communicate pertinent information to appropriate person(s), to include program managers, practice leads, coaches, executive level clients and participants, operations staff, and vendors

- Executive Coaches Communication
  - Development and management of timelines
  - Coordinating meetings and communications between coaches
  - Ensuring project completion
  - Provide regular project updates at the client, coach and candidate level
  - Support Executive Coaching leadership as required
- Special projects to include full ownership and coordination of:
  - AJO conferences
    - Manage guest list
    - Gather topic requirements
    - Create and push through annual conference agenda
    - Ensure the conference is recorded
  - Consultant group meetings
- Open and close office back up to the Office Manager

## QUALIFICATIONS

### Minimum Qualifications: Experience/Work Background

- Bachelor's degree preferred, level of experience considered
- Proficient in Microsoft Office (Outlook, Word, Excel, Planner and Power Point), Adobe Acrobat, and Social Media web platforms
- Five or more years of advanced office experience; event/project management/coordination preferred

### Specific Knowledge, Skills and Abilities Required

- Effective interpersonal skills and the ability and desire to work with and present to diverse levels of a prospect's personnel, including senior executives in both formal and informal settings
- Demonstrated ability to work with senior managers and executives
- Flexible, adaptable with clients, colleagues and organizational needs
- Ability to work both independently and as part of a team
- Exemplary oral and written communication skills
- Proven organizational and time management skills to complete a high volume of varied responsibilities in a fast-paced setting with excellent attention to detail and the belief that no task is too big or too small
- Is adaptable to changing technologies and troubleshooting
- Resourceful, strategic problem-solving ability with a positive "can do" attitude

### Employment Type

- Part-time (30 hours weekly)
- Reports to the VP, Talent Development
- Immediate start date
- Parsippany, NJ location

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Please send resume to Shannon O'Connor Bock, [shannon@ajoconnor.com](mailto:shannon@ajoconnor.com)