



JOB DESCRIPTION

Job Title:	Project Manager	Job Category:	Contract to Hire
Department/Group:	Contract	Job Code/Req#:	
Location:	Jamestown, ND/Remote	Travel Required:	10%
Level/Salary Range:	TBD	Position Type:	Contract with possibility FTE
HR Contact:	Rhea Mortensen	Date Posted:	9/18/2019
Will Train Applicant(s):	Will Train Applicant(s)	Posting Expires:	Until Filled
External Posting URL:			
Applications Accepted By:			
EMAIL: Email: hr@digiplains.com Subject Line: Project Manager		MAIL: N/A	
Job Description			
ROLE AND RESPONSIBILITIES			
<ul style="list-style-type: none"> • Manages project team to execute operations projects effectively and efficiently. • Defines scope, budget and schedule for operations projects. • Identifies project risks and recommends appropriate resolutions. • Manages and leads scope changes for operations projects. • Conducts regular project status meetings with project team and management. • Addresses questions and concerns of project team, management and customers in professional and confident manner. • Provides project progress status, delays and issues to customers in timely manner. • Ensures that project deliverables meet customer expectations. • Provides support and guidance to project team as and when needed. 			
QUALIFICATIONS AND EDUCATION REQUIREMENTS			
Bachelor's degree; and one to two years related experience and/or training; or equivalent combination of education and experience.			
PREFERRED SKILLS			
<ul style="list-style-type: none"> • Prior related management/supervisory experience. • Previous project management experience. • Insurance experience a plus. • Demonstrated organization skills and highly developed written and verbal communications. • Ability to develop constructive and cooperative working relationships with others and maintain them over time. • Excellent analytical and problem-solving skills. 			
ADDITIONAL NOTES			
Familiarity with Microsoft PowerBI, AWS Redshift and/or other data analytics tools.			
Reviewed By:	Kelly Mortensen	Date:	9/18/2019
Approved By:	Name	Date:	Date