



Job Title: Project Manager

Company Name: TechSpeed Inc

Location: USA Philadelphia PA

Work Site: Remote/Work from home (must be within 30 miles of Philadelphia)

About Us:

TechSpeed has been providing premium data management services to companies large and small for over 20 years. As we continue to innovate and expand into new service verticals and technologies, we are actively seeking talented and motivated individuals to join our team.

TechSpeed offers an inclusive environment, growth opportunities, competitive compensation, and involvement in cutting-edge projects. With a focus on diversity, innovation, and employee well-being, it's a company that values and empowers its workforce.

Job Description: This job is designed to support projects as they migrate through the sales and operations process. The Project Manager will act as liaison between clients and the global operational team to ensure that projects are completed in scope, on time and within budget. We are looking for someone who has a passion for learning, a good sense of detail and who is an excellent problem solver. Our company receives a great deal of repeat business from exceeding our clients' expectations and this job is a critical part of this.

Job Responsibilities:

- Serve as the senior client liaison, providing oversight on day-to-day issues and guiding the team toward effective resolutions.
- Act as the primary agency contact for select clients, fostering strong relationships and ensuring client satisfaction.
- Lead and manage all aspects of key accounts and programs, providing strategic direction and oversight.
- Drive the achievement of client goals and strategic objectives through innovative communication programs, coordinating efforts between clients and technical experts.
- Thoroughly understand project scope and implement change control processes as needed.
- Analyze and prioritize project tasks to set realistic deadlines and manage client expectations.

- Develop and deliver compelling presentations to clients and stakeholders.
- Draft and submit Statements of Work (SOWs) for new projects, obtaining executive approval.
- Participate in the tender process, including design, submission, and review stages.
- Ensure the timely and budget-conscious delivery of high-quality projects, maintaining rigorous quality control standards.
- Oversee project completion, including scheduling regular team meetings and ensuring all projects are fully briefed with clear time and quality expectations.
- Lead project planning sessions with managers, assisting in the coordination of staff and internal resources.
- Support special business planning initiatives as needed, contributing to the overall success of the organization.

Requirements:

- 4+ years of relevant work experience. 2+ years of experience in program or project management
- Experience working with cross-functional teams
- Experience being client facing
- Must have demonstrated creative problem-solving ability
- Knowledge of Data Analytics
- Comfortable managing competing priorities to reach goals
- Experience with data analytics/ financial analysis
- Strong Microsoft excel skills
- BA/BS degree, or higher or commensurate work experience

Preferred Qualifications/Skills:

- Able to work independently creative problem solving
- Strong reporting and documentation skills
- Interested in working/learning about Machine Learning, Artificial Intelligence and Robotic Process Automation technologies

Benefits:

- Flexible schedule & Work From Home (Must be within 30 miles of Philadelphia)
- Company pays part of Medical, Vision, Dental insurance with multiple coverage options
- 401K Retirement Matching
- 15 days of Paid Time Off (PTO)

How to Apply: Candidates wishing to apply may kindly submit their updated resumes here or e-mail it to the email id jobs@global.techspeed.com

Contact Information: Please note that TechSpeed only considers candidates who submit their resumes for review via TechSpeed recruiting contact jobs@global.techspeed.com

Other:

- Background check will be requested after a conditional job offer is made.
- Must be legally authorized to work in the United States without the need for employer sponsorship. Techspeed USA, Inc is not able to provide sponsorship.

Equal Opportunity Employer:

TechSpeed is an equal opportunity employer and is committed to providing a work environment that is free from discrimination and harassment. We celebrate diversity and are committed to creating an inclusive environment for all employees. Employment decisions at TechSpeed are based on merit, qualifications, and business needs, without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other characteristic protected by law. We comply with all applicable laws regarding non-discrimination in employment and are dedicated to providing reasonable accommodations for qualified individuals with disabilities. We are proud to be an equal opportunity employer and encourage all qualified individuals to apply for our positions.

Security Notice: TechSpeed will never ask for any money deposits or your banking information during the hiring process for any data entry/processing/programming type of work. When contacted by any party claiming to represent TechSpeed offering jobs in exchange for money – know that this is fraud. Please disregard and refer only to the TechSpeed careers page for all open jobs/ positions.