**PSY-838 Job Posting for Assignments**

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| Job Title: | Project Manager | Job Category:  | Human Resources |
| Department/Group: | Research and Development | Job Code/ Req. #: | 1850 |
| Location: | Phoenix, AZ | Travel Required: | Yes |
| Level/Salary Range: | Commensurate with experience and qualifications | Position Type: | Full-time |
| HR Contact: | Joe Smith | Date posted: | December 12 |
| Will Train Applicant(s): | Yes | Posting Expires: | Open until position is filled |
| External posting URL: | [www.jobhunter.com](http://www.jobhunter.com)  |
| Internal posting URL: | [www.anytimeanalytics.com/hr](http://www.anytimeanalytics.com/hr)  |
| Applications Accepted By: |
| Fax or E-mail:(425) 555-0123 or someone@example.comSubject Line:**Attention:** HR Department RE: Job Code 1850 Project Manager | Mail:Jane SmithHuman Resources DepartmentP.O. Box Z-1289Sometown, AZ 12345 |
| Job Description |
| Job Purpose:Accomplishes project objectives by planning and evaluating project activities.Duties:* Accomplishes human resources objectives by recruiting, selecting, orienting, training, assigning, scheduling, coaching, counseling, and disciplining employees; communicating job expectations; planning, monitoring, appraising, and reviewing job contributions; planning and reviewing compensation actions; and enforcing policies and procedures.
* Achieves operational objectives by contributing information and recommendations to strategic plans and reviews; preparing and completing action plans; implementing production, productivity, quality, and customer-service standards; resolving problems; completing audits; identifying trends; determining system improvements; and implementing change.
* Meets financial objectives by forecasting requirements; preparing an annual budget; scheduling expenditures; analyzing variances; and initiating corrective actions.
* Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; and participating in professional organizations.
* Enhances department and organization reputation by accepting ownership for accomplishing new and different requests, and exploring opportunities to add value to job accomplishments.

Skills/Qualifications:* Bachelor’s degree from a regionally accredited four-year college or university and five years related experience in organizational consulting are required.
* Experience managing consulting teams is preferred.
* Experience developing budgets, coaching, supervision, staffing, project management, management proficiency, process improvement, tracking budget expenses, self-development, planning, performance management are desired for this position
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