**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.com](mailto:someone@example.com)  Subject Line:  **Attention:** HR Department RE: Job Code 1850 Project Manager | | Mail:  Jane Smith  Human Resources Department  P.O. Box Z-1289  Sometown, 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 | | | | |