



CommonPlaces e-Solutions, LLC
Two Village Green Road, Suite B-4
Hampstead, NH 03841
Phone: 603-362-8227
www.commonplaces.com

Web Project Manager – Internet Web Solutions

Due to our talented staff and amazing sales people, we are currently seeking to fill the position of Web Project Manager. This person is the technical consultant to the CEO, marketing, customer service, designers, web developers, engineers and the client point person for the entire development life cycle. The Web Project Manager must have excellent communication, technical, and people skills and be adept at managing expectation and risk.

This individual manages the workflow and development of our solutions and services. He or she will manage large and complex projects that have critical impact on our clients businesses. This is a working manager who assigns duties to others and ensures ongoing reporting and project tracking. He or she is the point-person on all knowledge bases and project tracking systems including our Wiki and the Production Management Systems.

Responsibilities

- Manages the technical project plan, resources, tasks and milestones to drive the project to completion
- Provides Account Management of CommonPlaces Clients
- Guides the project(s) to on-time completion within budget with achievement of stated objectives
- Assigns technical tasks and milestones, measures progress and maintains metrics
- Maintains quality and consistency of website features
- Ensures projects are implemented according to requirements
- Manages and tracks outside developer firms
- Resolve project, design, or resource issues before they cause schedule delays
- Keeps CEO up to date on project status and potential issues

Qualifications:

- 3 - 5 years experience in web project management
- Exceptionally strong interpersonal, communication, presentation and organization skills, as well as a strong desire to succeed
- Expert knowledge of the internet, online technologies and e-business applications a must.
- Understanding of project processes, including scheduling, documentation, risk analysis, and contingency planning
- Understanding of development process, including development, testing, and deployment as well as work breakdown, dependencies, responsibilities
- Advanced skills with Outlook, Word, Excel, Project, and Visio are required
- Highly analytical, logical, and good problem solver
- Able to plan work, organize time, and maintain workflow
- Proficiency in HTML, CSS, Adobe creative suite a plus
- Demonstrated track record of successfully planning, managing and delivery of projects on schedule and on budget

CommonPlaces is an equal opportunity employer with benefits and competitive salary. Corporate offices are located in Hampstead, Southern New Hampshire, only 10 minutes from Rte 93 or Rte 495. Candidates meeting the outlined criterion are invited to submit their resume and credentials to careers@commonplaces.com.