vibrant software

Product Manager – Newport Beach, CA

Job Purpose:
As a Product Manager, you will guide a team that is responsible for a variety of websites and business communication tools for our clients. You must possess a unique blend of business and technical savvy; a big-picture vision, and the drive to make that vision a reality. You must be able to communicate with all areas of the company and you will work with an engineering team for deeper technical support. You will also be focused on gathering client consensus for business, technical, and implementation requirements and functional design.

Key Outcomes (Deliverables):
• Manage relationship with business units, keeping stakeholders informed of progress and issues in order to manage expectations on all requirements.
• Develops business and functional specifications for client engagements
• Lead project planning activities and manage the execution of projects according to a defined plan.
• Manage and communicate a clear vision of the project's objectives to the users, partners, and associated delivery resources. Motivate the project team to achieve objectives. Create a project environment that enables peak performance by team members.
• Proactively identify changes in work scope and ensure appropriate planning measures are taken with internal and external stakeholders to reassess and amend the scope of work requirements, budget and timeline.
• Manage the financial aspects of the project: budgeting and estimate to actual variance.
• Analyze risk, establish contingency plans and identify trigger events and responsibilities for initiating mitigating action.
• Articulate and escalate project risk and issues early with users, partners, and internal stakeholders.
• Determine what constitutes successful closure for all parties. Gain acceptance and sign-off by all parties when closure is attained.
• Ongoing definition of project management and delivery best practices.

Required Qualifications:
• Minimum 5 years of product management experience leveraging formal project management processes and frameworks.
• Expert experience with user and account management.
• Demonstrated experience in troubleshooting complex issues and solutions.
• Demonstrated experience in managing a project charter and project plan
• Strong communication, presentation, and advisory skills, both oral and written.
• Possess a strong technical background and willingness to learn.
• Oversees the day-to-day production of enterprise deployments, and is responsible for internal and external communications regarding project status.
• Responsible for managing project plans, issue tracking, meeting notes, and various sign-off documentation.
• Weekly status reporting to stakeholders.

Additional Helpful Qualifications:
Experience in the automotive industry and/or financial industry