

# Business Analyst/Project Manager Position

## Position Overview

Business Analysts / Project Managers are responsible for assisting the Product Development Manager in the execution of an Agile based software development life cycle across multiple product verticals. The Product Management Department is currently looking to improve product usability and quality through better user interaction design and quality assurance.

We are looking for talented individuals with a moderate level (2 – 3 years) of experience who are looking to grow their career.

## Functions

- Sets deadlines, assigns responsibilities, and manages and summarizes progress of software development process
- Builds and maintains working relationships with team members, vendors, customers, and other departments involved in projects
- Demonstrates innovation when evaluating the business implications of technology solutions
- Prepares reports for upper management regarding status of projects and communicates changes to project team members to ensure proper executions and escalations
- Tracks and reports project hours and expenses
- Relies on extensive understanding of project management concepts, practices and procedures
- Delegates, tracks and ensures completion of project tasks
- Coordinates all resources and stakeholders to ensure completion of projects
- Organizes and optimizes resources
- Assesses risk and determines appropriate actions to mitigate them
- Monitors project progress and determines actions needed to ensure completion
- Understands the business needs, processes, nomenclature and concepts to develop clear and thorough project plans
- Develops test cases for assigned product vertical
- Ensures the release of quality deliverables in assigned schedule

## Knowledge, Skills and Abilities

- Superior leadership abilities including ability to share knowledge, resolve conflict and create consensus
- Well versed in software development, web applications, computer architecture, and related subject matter
- Strong ability to take ownership of assigned tasks and responsibilities, and appropriately prioritize
- Excellent strategic project planning skills
- Logical, clear and concise written and verbal communication skills
- Must display the highest level of critical thinking in order to weigh alternatives and present solutions that are consistent with the business strategy
- Knowledge of the Information Technology field and computer systems
- Excellent organizational and interpersonal skills
- Strong troubleshooting abilities to get to the source of problems and think critically regarding possible solutions
- Must display initiative, ability to work independently and be able to use extensive independent judgment
- Ability to work seamlessly within a team as well as manage individual tasks
- Ability to react quickly to a fast paced, rapidly changing environment
- Superior leadership abilities including ability to share knowledge, resolve conflict and create consensus

## Training and Experience

- Bachelor's degree in a related area required
- A minimum of 2 years of experience as a Business Analyst, Development Lead, or Project Manager in a software development environment
- Proven track record overseeing all aspects of large scale projects including planning, requirements gathering, resource management and budget
- Proven experience leading cross-functional teams across many areas and business units
- Technical knowledge of Information Technology field, software development, and computer systems
- Experience in Agile based software development is preferred
- Experience with Microsoft software development tools (Team Foundation Server, Visual Studio, Test Manager, Lab Manager, etc.) is preferred

## Areas of Focus

Preferred applicants will have experience and expertise in one or more of the following areas

- User Interface and Interaction Design for web applications
- Software Quality Assurance/Testing

## Pay Scale

- Competitive
- Pay is based on combination of relevant experience and aptitude

## About Greenshades Software

Greenshades Software is a payroll and tax services company that prides itself on problem solving and client care. We have a number of different products that integrate directly into accounting systems, mainly Microsoft Dynamics. We were founded as a Christian company and do our best to conduct business in an ethical fashion, treating our clients with respect, and standing behind our products with free technical support and money back guarantees. We're looking for eager problem solvers to join our family and welcome anyone with the passion to face challenges head on. If that sounds like you, then check out Greenshades!

If you care more about working hard than you do about what you wear to the office, Greenshades is the place for you. Not only can you tackle challenges but you can wear jeans and flip-flops while you work. We love having dogs around the office and employees enjoy playing video games in their spare time.

In addition to all of the daily fun we have at Greenshades, we also have events year round such as:

- Our Annual Printer Smash (see "Office Space" for more details)
- Waffle Days
- Football /Baseball Game Outings
- Holiday BBQs
- Beard Offs

And much more!

To apply for this position, please fill-out the application on the Careers page of [www.Greenshades.com](http://www.Greenshades.com), and email the completed form WITH your resume to [hr@greenshades.com](mailto:hr@greenshades.com). Please indicate **Business Analyst / Project Manager** in the subject line of the email.