



# Project Manager

## About Airbox Systems

Airbox Systems has a clear mission to help save lives and support the decision making of the emergency services and the military using software. We are driven by passion and we are made great by people who share our enthusiasm for trying to make the world a better place. Our team includes individuals from military, aviation and law enforcement backgrounds, who bring to the development of our solutions first hand insights of frontline operations, in the air and on the ground.

We have developed a suite of situational awareness tools across web, desktop, and mobile applications, using the latest technologies. These are designed for planning, execution and after action review, and are trusted by Law Enforcement, Military, Special Forces, Search & Rescue, Fire and Medical Emergency Services around the world.

## Main Duties & Responsibilities

As the Project Manager you will be working with a team of skilled Engineers to manage the coordination and completion of key projects on time within budget and scope.

### **Execution and initiative**

- Working closely with the Head of Engineering and the development team to oversee all aspects of technical development and projects.
- Responsible for managing deadlines, assigning responsibilities and monitoring and summarizing progress of project.
- Regular completion of project status reports for the Senior Leadership team.
- Coordination of internal resources and third parties/vendors for the execution of projects
- Ensure that all projects are delivered on-time, within scope and within budget
- Work with the Product team and Head of Engineering to assist in the definition of project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility.
- Ensure resource availability and allocation
- Develop a detailed project plan to monitor and track progress
- Manage changes to the project scope, project schedule and project costs using appropriate verification techniques
- Measure and track project performance using appropriate tools and techniques
- Report and escalate to management as needed
- Perform risk management to minimize project risks
- Establish and maintain relationships with third parties/vendors
- Create and maintain comprehensive project documentation

## **Communication**

- Communicates comfortably with internal stakeholders and immediate team.
- Able to business partner with internal stakeholders and build relationships accordingly
- Develops long term and robust relationships both internally and externally.

## **Behaviours and Team Work**

- Openly shares views in a truthful and constructive way
- Actively listen to other people and uses their experience to understand, learn and grow
- Takes ownership for seeing things through
- Understands how their contributions affect the team, department and company
- Builds and maintains good relationships with their team department and across the company

## **Key Requirements**

- Proven working experience in project management
- Excellent internal communication skills
- Excellent written and verbal communication skills
- Solid organizational skills including attention to detail and multitasking skills
- Strong working knowledge of Microsoft Office
- Project Management Professional (PMP) / PRINCE II certification is a plus

Airbox Systems is an equal opportunity employer. We are committed to building a team which represents a variety of backgrounds, perspective and skills.