



Project Manager

About Airbox Systems

Airbox Systems is the leading comprehensive situational awareness tool for elite professionals. Launched in 2008 with a core mission to help save lives and support those in the operational field, Airbox Systems holds interoperability at its heart. Bringing together all of the emergency response units across the country the hope is to enable these operators through a clear and comprehensive situational awareness software.

Driven by passion and great people who share our enthusiasm for trying to make the world a better place, our team includes individuals with backgrounds in military, aviation and law enforcement. Bringing first hand insight of frontline operations in the air and on the ground to enable cutting edge concepts for improving the service that we deliver.

The suite of situational awareness tools can be used 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 reporting to the Head of Engineering, working closely with them day-to-day. You will be working with a team of skilled Engineers to manage the coordination and completion of key client software 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

Accountabilities

- Robustly reporting progress on workstreams in a timely manner
- Ensuring that resource is used efficiently and in line with current priorities
- Clearly communicating resource conflicts and gaps
- Identifying & communicating consequences of deviations from the scheduled plan to Tech and Product
- Ensuring that Tech & Product have the information they need to maintain an accurate representation the roadmaps

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 listens 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

Knowledge & Experience Required

- Proven working experience in project management
- Strong knowledge of the entire Software Development Life Cycle (SDLC)
- Experience working within an Agile software development environment
- 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.