



Job Title: Senior Project Manager
Department: Management
Reports To: CEO

Job Summary

Vanteon is seeking a Senior Project Manager with a focus in hardware or software development to join our team. The position is responsible for management of multiple client relationships and delivering what is contractually defined for each project, and in doing so win repeat business.

Duties/Responsibilities

The following is a list of expected duties to be involved with the position. It is not fully inclusive, and additional ones may be assigned as determined by management:

- Provide project management leadership to clients and engineers on current and prospective projects
- Continue to grow new/repeat business with existing clients
- Frequently communicate with clients and Vanteon executive team to report project status
- Work closely with sales team providing pre-sales support (e.g., requirements, scheduling, estimates, staffing, etc.)

Required Specialized Skills/Knowledge

- Strong Project Management experience
- Exceptional communication skills
- Very detail oriented
- Excellent organizational skills – ability to manage multiple projects in parallel
- Ability to encourage and motivate project team members
- Excellent problem-solving skills
- Capable of mentoring others
- Strong work ethic with a sense of ownership and responsibility
- Ability to show confidence and remain calm in stressful situations
- Proficient in use of MS Project, MS Excel, MS Word, MS Teams, and CRM/ERP tools
- Familiarity with Source Control Management Systems
- Familiarity with common project methodologies such as Waterfall and/or Agile
- Product Management a plus
- PMP (Project Management Professional) certification/training a plus

Education and Experience

- BS or MS in EE/CE/CS/SE
- 5+ years engineering services industry experience
- 3+ years project management of large projects/accounts
- 2+ years of electronic or computer engineering experience

Supervisory Responsibilities

The project manager is responsible for the following supervisory responsibilities:

- Oversight of project engineering staff
- Prepare and deliver project and annual performance reviews
- Support employee development efforts

Other Requirements

- Training and regular duties require a regular in-office presence. Hybrid/flexible scheduling available based on business needs.
- Although minimal, some circumstances may require a weekly commitment above 40 hours or hours outside of regular business hours.
- This position requires possible domestic travel occasionally to visit clients.

Physical Requirements

- Prolonged periods sitting at a desk and working on a computer.
- Be able to perform low to moderately strenuous physical activities requiring standing, walking, and reaching.
- Must be able to lift up to 15 pounds at times.

The physical demands described above represent those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Equal Opportunity Employer

Vanteon Corporation provides equal employment opportunities to all employees and applicants for employment. It prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Compensation Range

Although a candidate's specific compensation will depend highly on their specific skills and experience, the anticipated salary range for this position is \$120,000 to \$140,000 plus a competitive benefits package. This position is eligible for commission and other incentive-based compensation.

Position is eligible for a variety of bonuses including client referrals, employee referral, publications, and extra effort.

Applying

Applicants should submit a resume and cover letter to Ronnie Ells – careers@vanteon.com.

Please note that all offers for hire are contingent on passing e-verify, background and drug screenings. In addition, you must be able to work with ITAR and CUI data.

About Vanteon

Vanteon is an engineering services company focusing on Wireless and RF design. We offer Analog, Digital, RF, Hardware, Software, and FPGA design services. At Vanteon, we develop products for companies that range from small start-ups to large Fortune 50 companies. The designs we create include Software Defined Radio (SDR), WiFi, Bluetooth, etc., for markets like telecom (3G, 4G, 5G cellular), Aviation, Medical, Government, Industrial, and more. Types of projects include handheld devices, wearables, RADAR, signal/spectrum analyzers, and wireless widgets of all kinds. Vanteon has been voted one of the "Best Companies to Work for in NY" for twelve years running; several of those times, we've ranked in the top 5. Working at Vanteon is like working at a dozen companies at once. It's tough to beat that kind of diversity in a job.