



We are currently searching for a highly motivated and customer-oriented **Manager, Project Management** to join our growing team in **Kansas City, MO**. This candidate will be responsible for mentoring, managing, and directing the work of the project management team to ensure project milestones are met for on-time delivery to the customer.

Specific responsibilities include:

- Manage overall project performance of direct reports including schedule, communications, resource issues, and customer satisfaction to insure processes and standards are met.
- Delegate projects based on market and/or direct reports' individual strengths, skill sets, and experience levels.
- Responsible for setting goals, mentoring, and training to promote personal and professional growth.
- Prepares reports for management as required.
- Other duties assigned.

Requirement for the position include:

- Bachelor's degree preferred, but not required.
- Experience in customer service and/or business field.
- 1-3 years supervisory experience.
- Excellent client-facing and internal communication skills, both verbal and written.
- Proficient with personal computers.
- Working knowledge of MS applications suite of products including Word and Excel.
- Solid organization skills including attention to detail and multitasking skills.

Salary is commensurate upon education and experience. Qualified candidates interested in this opportunity should submit their cover letter and resume.

UPN is an Equal Employment Opportunity/Affirmative Action Employer: M/F/D/V

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