



## CONFLUENCE

**Job Title:** Project Manager  
**FLSA Status:** Full-Time/Exempt  
**Supervisor:** VP of Enterprise Project Management

**Date:** November 25, 2009  
**Department:** Project Management  
**Job Code:** PMO-10-001

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Confluence is the global investment management industry's leading provider of automated data management solutions. Confluence helps investment management companies gain unprecedented control by automating the collection, creation, confirmation, and of delivery investment product data. The Confluence Unity™ platform addresses a wide range of problems—from performance measurement to customized reporting—for a full array of domestic and international products, including mutual funds, and variable products, hedge funds, and alternative investments.

### Purpose

The project manager's main goal is to deliver business value within the agreed schedule and budget for a variety of software development projects. The project manager is charged with planning and scheduling duties including developing project plans, monitoring and reporting project status, and identifying and mitigating risk. The project manager is also expected to consult with project teams to estimate work and to facilitate communication within teams. The project manager is ultimately accountable for ensuring that the solution is delivered at the right time and that stakeholder expectations are understood, managed and met throughout a given project.

### Responsibilities

- Track and manage project budgets
- Manage project schedules
- Manage project issues logs
- Drive the risk management process
- Facilitate communication and negotiation within the team
- Remove roadblocks and barriers to task completion for the team
- Track progress and report project status
- Manage resource allocation
- Serve as liaison between technical and non-technical departments
- Communicate with management, developers, analysts, product managers and technical support specialists on product issues
- Other duties as assigned

### Education and Work Experience

- Bachelor's degree in computer science or management information systems or related field
- 3 – 5 years experience in technical project management
- Client management experience
- PMP certification a plus



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- Excellent presentation and training skills
- Excellent interpersonal skills, ability to work with diverse personality types
- Must be a team-player with the ability to work within collaborative environments
- Ability to understand technical issues at a high level
- Thorough understanding of the software development lifecycle
- Proven ability to work independently with limited supervision and with other department personnel
- Must have exceptional communication, organization, and time management skills
- Must be self-motivated as well as creative and efficient in proposing solutions to complex, time-critical problems
- Ability to deal with multiple projects and deadlines
- Strong analytical and problem solving skills with a high attention to detail
- Deep familiarity with Microsoft Office Products
- Familiarity with Microsoft SharePoint and the Microsoft Solutions Framework a plus

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To apply for this position, please send a cover letter (including job code) and resume.

**Attn: Human Resources  
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