Project Manager / Scrum Master
Required Skills and Responsibilities

- 4-year college degree required.
- Minimum of 3 - 5 years Project Management experience.
- 4 - 6 years total work experience.
- Financial/Trading services experience highly preferred.
- Wealth Management experience preferred.
- Project Management Professional (PMP) certification; First level Scrum Master certification: Scrum Alliance: Certified Scrum Master (CSM) or Scrum.org: Professional Scrum Master (PSM 1) preferred.
- Ability to act as a faceoff to business partners with minimal oversight.
- Ability to handle multiple large project assignments simultaneously.
- Extraordinary problem-solving capabilities and conflict resolution capabilities.
- Solid problem solving, decision making, and analytical skills.
- Exceptional written and verbal communication skills required for interactions across organization.
- Ability to handle multiple priorities.
- Experience in facilitating large group meetings.
- Experience in presenting to senior management.
- Competent in the technical arena and understanding of system development, process improvement, and/or infrastructure.
- Experience in planning for and effectively managing project and program risks.
- Experience in conducting Return on Investment analysis for potential and existing projects.
- Experience in contract negotiation and management.
- Respectfully challenge the norm and demonstrated ability to improve the process and efficiency of the team.

- Provide Project Management for small/medium/large projects and maintain Enterprise Project plan
- Provide expertise, communicate, and potentially implement Project Lifecycle support for:
  - Timeline management
  - Issue Management and escalation
  - Communications & status reporting knowledge
  - Vendor Management
  - Risk Management
  - Stakeholder Management
  - Resource Management
  - Deliverable Management
  - Scope Management
- Interface with business owners to understand their needs and secure appropriate project buy-in/sign-off throughout Life Cycle.
- Ensure functional and technical solutions are accepted by the appropriate project role prior to development.
- Identify, track, and resolve/escalate project issues and/or risks.
- Adherence to Project Lifecycle.
- Conduct mentoring sessions with associates.
- Assists the team by showing them their planned velocity vs. historical velocity, to make sure the targeted work can be accepted.
- Helps Product Owner prepare through multiple levels of planning and road mapping discussions.
- Fosters conversations/communications.
- Enforces team ground rules and cultural norms.
- Reviews action items and next steps and holds team accountable for follow through.
- Facilitates Sprint Reviews; Works with Product Owner and team to determine the agenda for the review.
- Facilitates Sprint Retrospectives; Captures info and summarize as sprint planning input.
- Backlog Refinement: Helps Product Owner administer, prepare, groom, prioritize, and right-size the backlog.
- Ensures the team is fully functional and productive.
- Enables close cooperation across all roles and functions and removes barriers.
- Encourages team to be more self-organizing and self-managing.
- Stays focused on delivery and quality, by encouraging teamwork and collaboration and minimizing silos and hand-offs.
- With the Product Owner, clearly communicates product vision, roadmap and product backlog items to the development team.

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