EARLEY
INFORMATION SCIENCE

PROJECT MANAGER – CLIENT DELIVERY (CONTRACT)

Earley Information Science (EIS) is a growing professional services firm dedicated to helping organizations optimize information to become customer-driven and AI-enabled. Backed by a deep history and outstanding reputation, Earley Information Science consistently delivers value to clients across multiple industries, including dozens of Fortune 1000 companies.

We are looking for an experienced **Project Manager** to assume ownership of the planning and delivery of small to mid-size client projects. The project manager will also be asked to manage significant tracks/workstreams in a larger program structure. You will be joining a passionate, national team of experts with deep experience and relationships in B2B Manufacturing, Distribution, Financial Services and Life Sciences. **This is a contract position with the opportunity to convert to a permanent full-time position in the future (6-12 months).**

RESPONSIBILITIES:

Project Management
- Work with Engagement Lead and/or Client Partner to develop work breakdown plans, scope definition, and schedules for client delivery projects
- Manage the ongoing project schedule, milestones, resources, issues and risks
- Schedule and run internal delivery team design discussions and regular team stand-ups to support overall progress and identify potential issues in near real-time
- Run and manage regular status meetings with client and overall client communications plan
- Approve team resource time, and manage overall time to schedule and budget parameters
- Escalate issues and risks with Earley and client leadership, where needed. Develop and articulate risk mitigation plans

Solution Delivery
- When needed, work as business analyst to support and own research and analysis in support of overall project deliverable and team goals
- Serve as a QC checkpoint for final client deliverables where applicable
- Update and manage project management methodology and processes

CORE VALUES:
Ideal candidates must demonstrate EIS' core values daily.
- Honesty and Transparency
- Sense of Urgency
- Practical & Innovative
- Stronger as a Team Than Individuals
- Customer Obsessed
- Do What We Say

QUALIFICATIONS:

Required

- 5+ years of experience working in a professional service, marketing agency, or consulting organization
- 3+ years of demonstrated experience delivering information management or digital/web solutions in a project manager or production lead role
- Demonstrated experience in at least one of the following areas: Product Data Management, Knowledge Management, Content Management, Customer Engagement (CRM, DXP, CDP's)

Ideal

- Project management experience that includes scoping and executing smaller to mid-sized projects assuming full accountability for project success
- Working proficiency in principles of Data Science, AI, Information Science, and Management, including Taxonomy and Information Architecture, Search, Data Quality, or Governance
- Experience in leading project lifecycle from ideation through handoff, with some demonstrated level of Agile/Scrum experience
- PMP or Agile / Scrum (CSM, ACP) Certification preferred
- Ability to frame a problem, approach, and build and execute plans

Skills & Knowledge

- Strong presentation, communication, and interpersonal skills
- Familiarity with project management and collaborative software platform tools (JIRA, Basecamp, Asana, Slack, MS Project and Teams) Ability to multi-task, prioritize, and manage time effectively
- Collaborative – Ability to work in a team environment
- Creative thinking and analytical problem-solving
- Sound business acumen and analytical skills

LOCATION AND TRAVEL REQUIREMENTS:

- Candidates must be US-based, Central or Eastern time zones preferred.
- Travel: 10-20%