



## Job Description

### Project Manager

#### Summary

ARI Network Services remains one of the few companies still expanding during these tough economic times. This is a tribute to our excellent internal staff, superior services and relationships with first-class clients. ARI is seeking an accomplished, technology-focused project manager to join our team. This position represents an exciting opportunity to lead highly-visible projects working across multiple departments and leaders within the firm.

This position acts as a focal point for the implementation, tracking, and planning logistics between client accounts and internal departments, for development and project work. The right candidate will also be responsible for managing project plans, project tasks, deliverables, milestones, and for keeping key individuals informed of progress.

#### Essential Duties and Responsibilities:

- Facilitate customer development projects from start to finish.
- Facilitate production data conversion projects and new implementation projects from start to finish.
- Ensure project deliverable dates are met.
- Oversee all aspects of customer project initiation, implementation, and completion.
- Facilitate replication of production data projects, and resolve any shipping fulfillment issue with ARI's server room personnel.
- Document proof of shipment for audit reviews on software fulfillment per contract agreements.
- Interpret and execute contract agreements.
- Create and manage scheduling, throughput, and quality measurement reports for Director.
- Consult with Director of Publishing on tactical deployments of new processes.
- Become an expert in the use of all company and competition software product and service offerings.
- Complete other tasks as assigned.

#### Qualifications:

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To be considered, submit your resume with a personal cover letter:

employment@arinet.com

See us on the Web at <http://www.arinet.com/>.