

FlexTime Solutions, Inc.

Title: Web Project Manager

Location: New York City – Chelsea area

Company Description: This growing company is a leader in the field of research and analysis for the real estate market. They produce reports based on the aggregation of original market data, as well as analytical articles and research papers on events in the national and global marketplace. The company is well-respected in its field of expertise as an objective and reliable source of information.

Job Responsibilities:

The Web Project Manager position will manage large and small-scale IT projects for a leading specialized information services company located in New York City. The company is seeking to capitalize on and enhance their current growth through the creation of an exceptional web presence and products which meet the ever-changing needs of its clients.

In this position, you will be managing projects which support the company's marketing and product development efforts. As such, you will be leading the planning, design, development, testing and execution of proprietary applications for the company's website and interactive marketing.

To be successful in this position, you should have:

- Cutting edge knowledge of new internet applications and technological advancements
- Experience in website development, especially using large data applications
- Knowledge of user research, user interface, functional design, through implementation and usability review
- Excellent project management skills - superior organizational skills, ability to meet deadlines, team leadership, project documentation and timetables
- Very strong communications skills and the knowledge base to direct a team of programmers while liaising with marketing

Required Skills:

- 5 years of Project Management experience
- Excellent team leadership and communications skills
- Knowledge of HTML, CSS, .Net, Adobe Photoshop, MS Project
- Experience with or knowledge of GIS mapping software a plus