



Project Management –Associate

Location: Minneapolis, MN

Boom Lab helps our clients deliver change through IT project delivery, business process improvement, and operational efficiency efforts. Our high-performing consultants are natural leaders who manage a wide range of responsibilities that vary from assignment to assignment. Our consultant training, career development, and premier client portfolio ensure constant challenge and rapid growth for our employees. Boom Lab Project Management Associates help control the scope, schedule, and cost of our projects, while building skills to grow into roles as Project and Program Managers.

Responsibilities

Vary by project but may include:

- Prepare project plans, including task assignment, prioritization, and forecasting. Common tools include Gantt charts, MS Project, Excel, and MS Word.
- Identify and assign project risks and issues, and track progress toward mitigation or resolution.
- Prepare and manage project schedule, which requires balancing inputs such as cross-committed resources and vendor timelines.
- Control project scope by gaining initial alignment with sponsors and stakeholders, and minimizing change using strict change control processes and documentation.
- Prepare and oversee project budget, including team member, vendor, and product costs.
- Establish an environment of planned and unplanned collaboration and communication through status reports, facilitating regular meetings, following-up on tasks and issues, and escalating important information to senior management.
- Analyze project control documents (such as project plans and budgets) to determine common project performance metrics like Earned Value, Budget at Completion, Run Rate, and others (based on client need).
- Build and manage internal and external communication plans.

Qualifications

Out best Project Management Associates possess most of the following:

- 0 – 2 years' relevant experience.
- Bachelor's Degree in Business, Management, Communications, or similar.
- Strong attention to detail. Expected to be point person for project progress, task status, budget forecasts/actuals, milestones, resource plans, and schedules.
- Ability to influence others and lead without authority.
- Strong written, presentation, and verbal communication, including clear structure and main point communication.
- Highly organized. Ability to manage multiple project plans, dozens of resources, budgets and schedules while maintaining accuracy and handling fine details.
- Strong work ethic. Willing to work the hardest and go the extra mile to achieve project success and client satisfaction.
- Client service mindset. Able to put the client and project needs in front of everything else. Must possess positive attitude and do whatever it takes to get the project to the end goal.

To apply for our Project Management – Associate position, please send your resume and cover letter to talent@theboomlab.com. All qualified applicants will be contacted by one of our recruiters.