

The Company

Butos AG are distribution- and integrations partner of TIBCO, EBX Solutions for Switzerland (Wettingen). We use the Suite EBX for Master Data Management (MDM). The topic of data management is becoming increasingly important as a result of digitization and cost savings for our customers. Digital Transformation, Data Management and Compliance are major topics in today's market.

EBX is one of two leaders in Gartner Magic Quadrant for multiple domain MDM solutions. The complete topics focus on Master- and Reference Data Management and Meta Data.

Our MDM projects are about:

Customer guidance, typical business analysis topics, project management, data modeling, EBX customization, Java API development, integration architectures etc..

Job Description

As our project manager, your job will be to coordinate people and processes to ensure that our projects are delivered on time and produce the desired results. You will be the go-to person for everything involving a project's organization and timeline.

We are currently recruiting a

PROJECT LEADER (F/M)

and your main responsibilities will include, but not be limited to the following:

- Coordinate internal resources and third parties/vendors for the flawless execution of projects
- Ensure that all projects are delivered on-time, within scope and within budget
- Developing project scopes and objectives, involving all relevant stakeholders and ensuring technical feasibility
- Ensure resource availability and allocation
- Develop a detailed project plan to track progress
- Use appropriate verification techniques to manage changes in project scope, schedule and costs
- Measure project performance using appropriate systems, tools and techniques
- Report and escalate to management as needed
- Manage the relationship with the client and all stakeholders
- Perform risk management to minimize project risks
- Establish and maintain relationships with third parties/vendors
- Create and maintain comprehensive project documentation
- Assembling a Project Team with the appropriate range of skills and experience and making sure that all members perform their tasks adequately
- Working with the Project Team and Board Members to produce a work plan with appropriate time lines and budget; matches resource against priorities, using maximum flexibility to achieve the project goals
- Organizing and chairing monthly Project Team meetings, to which the Board Members or CEO is invited/copied in, arranging for the distribution of minutes/action items, and ensuring action items are carried out
- Compound progression decisions
- Provide regular reports to the CEO in agreed format including budget and financial reporting

- Appointing individuals to the project team, and making sure that all the project team are of the appropriate quality and experience
- Requesting additional support from the Board Members (mentoring, advice) for the project team as necessary
- Develop publication plans and for the communication strategy
- Regular meetings with Board Members, and principle point of contact

Professional requirements

- Great educational background, preferably in the fields of computer science and IT or engineering for technical project managers
- Proven working experience as a project administrator in the information technology sector
- Solid technical background, with understanding or hands-on experience in software development and web technologies
- Excellent client-facing and internal communication skills
- Excellent written and verbal communication skills (English and German)
- Solid organizational skills including attention to detail and multi-tasking skills
- Strong working knowledge of Microsoft Office

Company address

If you feel this challenge meets your profile and expectations, please send your CV and all required documents to:

BUTOS AG

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Contact

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