



Project Manager

Position posted on: August 10, 2018

Consultant for a Sales Process Transformation Project

New York

Pace Gallery is seeking an experienced Project Manager who will coordinate and lead the effort to transform the sales process from the initial pending sale identification to cash collection. Sales process transformation will be conducted keeping in mind the key outcome of improved service to gallery artists and salespeople, as demonstrated by a new improved Artist Reporting capability, among other improvements. This transformation will involve detailed documentation of the existing sales transaction flows, analyzing them for process inefficiencies and control gaps, and creating new workflows to mitigate these deficiencies. A cross functional working group will participate in all aspects of this project. The full life cycle of a system development plan will be needed with great attention focused on regular communications and change management principles. Reporting to the Chief Operating Officer, the Project Manager will ensure active collaboration across all functions, razor sharp identification of the project goals, and timely completion of the project deliverables.

Responsibilities:

- Prepare and maintain a project plan with all critical tasks and related millstones documented
- Lead cross functional process review meetings, prepare flowchart documentation, and gap analysis summary and recommendations
- Provide regular project updates to key stakeholders and sponsor.
- Lead and manage team of multi skilled resources to ensure goals and deliverables are being met, and/or exceeded
- Influence and initiate change in the cross functional business practices
- Lead discussions and recommendations regarding methods, techniques, and procedures for project design and completion
- Commit to working collaboratively and respectfully toward realistic solutions

Qualifications:

- B.A. in Management or B.S. in computer science or related area
- Minimum of 5+ years' as a Product Manager
- 5+ years of experience in strategy consulting and/or technology consulting
- Strong experience with designing team workflows
- Strong sales process and reporting experience
- Comfortable engaging with end-users, conducting user research, and intelligently integrating findings into your work
- Proven track record of driving big projects and managing them from start to finish
- Demonstrated success at influencing people and initiating changes in business practice
- Must be extremely detailed oriented and organized.
- Must possess a professional, positive work demeanor when interacting with varying levels of management, staff, vendors, and clients.
- Be a proactive, energetic and upbeat team player who exercises diplomacy and creativity in their work

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Additional qualifications must include any of the following certifications below, in combination with work experience:

- PMP: Project Management Professional
- CAPM: Certified Associate in Project Management
- CSM: Certified ScrumMaster
- CompTIA Project+ certification
- PRINCE2 Foundation/PRINCE2 Practitioner
- CPMP: Certified Project Management Practitioner
- Associate in Project Management
- MPM: Master Project Manager
- PPM: Professional in Project Management
- PMITS: Project Management in IT Security
- Certified Project Director
- CPM: Certified Project Manager (IAPM)

This temporary consultant position is based at our New York offices with a Monday through Friday schedule.

To apply for this position, please submit a cover letter, your resume and pay rate to jobs@pacegallery.com, with '**Project Manager**,' in the subject line.

Pace is proud to be an equal opportunity employer and will consider all qualified applicants regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or expression, Veteran status, or any other legally protected status.