

## PROJECT MANAGER

**APPLY NOW**

### About the Position:

**E&I Cooperative Services (E&I)** is the only member-owned, non-profit procurement cooperative focused exclusively on higher education. We provide our members with unsurpassed value through a broad portfolio of competitively solicited contracts, technology-enabled procurement solutions, and strategic, consultative engagements. Our innovative strategic spend assessments empower members to make informed, analytics-based decisions to capture savings. We collaborate with our suppliers through a performance management program to consistently deliver an amazing member experience.

E&I has an exciting opportunity for a **Project Manager in our Operations Department**. This position will be responsible for overseeing the planning, implementation, and tracking of prioritized and approved short-term and long-term projects to lead each project to a successful outcome and ensure value added for the Cooperative. This position may work out of our corporate office in Jericho, NY or remotely.

At E&I Cooperative Services, we are proud of the company culture we have created. We believe that talented people and the right culture are the most important drivers of our company's success and our employees' satisfaction. We are looking for people who share our core values – people who are: **Mission Driven, Customer/Member “Obsessed”, High Performers; Inclusive, Positive, Collaborative, and who are Always Pursuing Better.**

### Essential Duties and Responsibilities:

- Utilize sound business acumen to serve as the manager in the planning, organization, leading, and controlling each project to a successful outcome and to ensure value added for the Cooperative.
- Work closely with functional leaders, department units, and subject matter experts to identify, develop, and deploy new business processes to understand and translate business needs into well-defined action items.
- Develop project scopes and objectives, involving all relevant stakeholders and ensuring technical feasibility.
- Develop a detailed project plan to track progress to ensure that all projects are delivered on-time, within scope, and within budget.
- Coordinate internal resource availability and allocation and/or third parties for sound execution of projects.
- Follow through and serve as a training resource as required for process and policy changes.
- Use appropriate verification techniques to manage changes in project scope and schedule.
- Measure project performance using appropriate systems, tools and techniques, and report to management when necessary.
- Work closely with other roles and departments within E&I to coordinate the activities and deliverables of each project.
- Perform risk management to minimize project risks.
- Create and maintain comprehensive project documentation.
- Research, utilize, and gain user adoption in the use of a standard project management tool to be used across the company
- Understand the key project management duties, develop the project scope, coordinate resources, implement the project specifics, and communicate progress.
- Assist and communicate the prioritization of proposed projects.

- Develop and manage training initiatives based on member experience feedback that will support continued member success.
- Work with leadership and management team to establish suitable processes to support administrative, development, and change management activities.
- Effectively act as the liaison between internal end users, IT department, a Salesforce consultant and/or Salesforce representatives.
- In collaboration with the IT Project Manager, work with end-users to define and document development requirements.

### Education and/or Experience:

- Bachelor's Degree required; MBA preferred
- Minimum of 5 years of on-the-job experience in project management in an operations role preferred
- Certification as a project management professional (PMP) required
- Proven ability to design and implement new processes and facilitate user adoption
- Documented history of successfully driving projects to completion
- Demonstrated ability to understand and articulate complex requirements
- Ability to critically evaluate information gathered from multiple sources, reconcile conflicts, decompose high-level information into details, abstract up from low-level information to a general understanding, and distinguish user requests from the underlying needs
- Ability to analyze, review, and document current functionality to determine potential areas of improvement
- Effectively communicate at all levels of the organization with excellent, clear communication in written and verbal with external and internal constituencies
- Self-motivated, a natural problem solver who can work in a fast-paced, dynamic, team-oriented environment
- Ability to quickly learn new technology programs/software
- Highly organized, detail-oriented, and able to multi-task
- Expert presenter with a proven ability to influence and persuade others
- Strong leadership and analytical skills, team motivation, and conflict resolution
- Proficient in Microsoft Office suite of programs, specifically Outlook, Word, PowerPoint, and Excel
- Remote work experience preferred
- Ability to travel up to 10%

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E&I offers a competitive salary and a comprehensive benefits package which include Medical, Dental, Vision, Life & AD&D Insurance, LTD, STD, FSA, 401(k), AFLAC and other company sponsored benefits.

Interested applicants, please attach with cover letter and salary requirements to [resumes@eandi.org](mailto:resumes@eandi.org) with the position listed in the subject heading. All responses will be viewed with the strictest of confidence.

E&I is an equal opportunity employer and is committed to providing equal opportunities for employment and advancement without regard to an individual's race, color, religion, national origin, age, sex, sexual orientation, marital status, or any characteristic protected by local, state, or federal law.

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