



## Position: **Project Management Software Specialist**

### **Summary**

The Software Trainer / Specialist plays a key role towards our mission to help clients utilize project management software more effectively as a source of competitive advantage. The Specialist will be the focal point in helping organizations with their project management software implementations.

This includes conducting training on the features and operation of project management software; advising clients on the proper configuration and use of their project management software; being a subject matter expert on project management software; and coordinating project management software implementations. It may also include related activities such as documentation, testing, and software demonstrations. This position plays a key role in ensuring our client's satisfaction and delivering our core services and expertise. It is a great opportunity for someone that loves working with people, enjoys making a difference, and is experienced with project management software.

Approximately 50% travel is required. Additional responsibilities may be assigned as necessary.

### **Requirements**

#### Technologies

- Significant, demonstrated experience using project management software such as Microsoft Project (Standard and Server).
- Excellent overall software and technology skills.

#### Skills / Abilities

- Ability to teach people technical features.
- Understanding of project management principles
- Ability to create and execute a project plan
- Capable of managing multiple projects and responsibilities with ease
- Attention to detail
- Ability to work independently and as part of a team
- Ability to prioritize effectively
- Excellent communication skills
- Ability to communicate with various audiences
- Passion for client service and success
- Strong personal integrity
- Self-motivated
- Self-confident
- Quickly build rapport with others
- Excellent follow-up
- Great attitude
- Presentation skills
- Patience and thoroughness

#### Education / Experience

- Minimum 3+ years of experience
- Experience with software implementations

- Preference will be given to candidates with strong project management software experience and knowledge
- Bachelor's degree
- PMP certification a plus

Location

- Prefer candidates already be located in Southern California, preferably the San Diego area.

**About Team Interactions, Inc.**

Team Interactions' mission is to help organizations utilize their project management software implementations as a competitive advantage. It fulfills this mission through specialist service offerings, and EnterPlicity, its own web-based project management system. Team Interactions is located in San Marcos, California. Visit our web site at <http://www.teaminteractions.com> for more information.

To apply, please e-mail your cover letter and resume to [hr@teaminteractions.com](mailto:hr@teaminteractions.com).