

Technical Project Manager (With Developer Experience)



Exempt

Founded in 1958, **BMI Imaging Systems** is an established and leading growing document imaging and data conversion company with a long-term outlook. We design and implement custom high performance image and data solutions for companies throughout the US. Today, we have approximately 60 full-time employees who convert an average of 3 million images per month from paper or other media to digital images. BMI is headquartered in the heart of Silicon Valley, with an additional production and sales facility in Sacramento, California.

We are looking for dynamic, talented and self-motivated Technical Project Manager to join our team. You will be responsible for implementing the design, construction and process plans for data and image projects. This is a hands on leadership role where you will be creating the technical solutions for each project while working in collaboration with the Sales and Production Departments. You will be an integral part of the team and will be providing critical input into the project development, while maintaining existing systems and troubleshooting issues when they arise.

Duties and Responsibilities:

Project design and architecture of Data Management projects including:

- Collaborate with developers, production and sales staff to provide technical direction, design, development, testing and deployment.
- Ensure timely and effective delivery of the solution into production.
- Document technical requirements, develop and oversee project plans and implement change control procedures.
- Interact with customers at the technical level, as required.
- Mentor and direct project staff
- Perform miscellaneous job-related duties as assigned
- No budget creation/monitoring requirements as that is provided by other staff
- Communicate with project stakeholders on an ongoing basis.
- Track project milestones and deliverables.
- Estimate the resources and participants needed to achieve project goals.
- Direct and manage project development from beginning to end.
- Develop project plans and manage communications protocols
- Delegate tasks to appropriate personnel.
- Create procedural instructions for internal and external production staff for all project tasks.

Knowledge, Skills and Abilities Required:

- Competent and proficient understanding of platforms, such as SQL. Capabilities include selecting, updating, and deleting records.
- Software development experience, languages C# or VB.NET
- Understanding of project management tools and methodologies;
- Demonstrated success in the leading and managing people in a small team environment;
- Ability to work effectively independently or with others on staff and with client representatives;
- Experience with batch processes, such as shell scripts/cmd prompt.
- Adept at conducting research into project-related issues and products.
- Ability to learn, understand and apply new technologies.
- Effective follow-up, multi-tasking and organizational skills; Experience coordinating multiple projects simultaneously.
- Ability to independently extrapolate best method of meeting the requirements of a data management project; out of the box thinking is encouraged, Document imaging systems experience a big plus.

Minimum Qualifications

- Two to five years of experience as a technical project manager or project leader in a technical area.
- 2+ years hands-on, job duty related experience with computers, including hardware and software.
- An Associate Degree in a technical discipline (or completion of an equivalent certificate program), however, combined experience/education may substitute for minimum education.

Please apply with Technical Project Manager in the subject line to: BMI Imaging Systems

Email: jobs@bmiimaging.com

We are an EOE

Bay Area Nor-Cal candidates preferred.