

## **Our EventPoint**

Want to work with cutting edge technology, high profile brands and a talented team? For over 19 years, EventPoint has defined the intersection of live events and award-winning technology solutions. We're a rapidly growing company and are always on the lookout for motivated, innovative and team-oriented high-performers. Working on our team means feeling both inspired and empowered to make a difference and bring innovation to corporate events. Every new hire shapes our growth, and that's why we care so much about bringing in great people to evolve with us.

Does the challenge of building next generation cloud-based technology excite you? Our Technical Project Managers (TPMs) thrive in dynamic, fast-paced workplaces. Be prepared to give voice to your ideas, lead, and attend some stellar events.

We offer outstanding benefits, flexible PTO policies, and the ability to work remotely from anywhere around the Puget Sound Region. We strive to facilitate a full, rich work/life balance that keeps us fresh, eager, motivated, and excited to serve our clients. If you want to be part of a growing company where you can make an impact, we'd love to hear from you!

### **Technical Project Manager**

#### Overview:

Customer-facing technical project manager responsible for the end-to-end deployment of EventPoint's meeting management software solutions, including:

1. Project scoping and estimating
2. Project planning, tracking and reporting
3. Project budget management
4. Software configuration using proprietary EventPoint tools
5. Customer training support – both virtual and in-person
6. Solution design and consulting
7. End-user customer support

#### Necessary Skills:

- Able to deliver quality solutions within project scope on deadlines
- Experience working remotely while building close, productive relationships across teams in multiple time zones (our team is all US based).
- Excellent organizational skills and the ability to communicate and co-ordinate across different functional groups and a variety of client industries.
- Confident personality with the ability to calmly lead teams from ambiguous requirements to detailed requirements documentation – often in high-pressure environments
- Able to troubleshoot and solve problems in a customer focused service environment
- Develop detailed project plans including cross-team work-back schedules
- Passionate ownership of your endeavors which translates into a deep-seeded desire to proactively identify and manage key project risks, issues and opportunities.
- Self-motivation: Ability to work independently, recognize task items and address in a timely manner with minimal oversight
- Exceptional verbal and written skills - clearly communicate with internal and external stakeholders

- Proficient in business productivity software and platforms (Office Suite, Slack, etc.)
- At least 5 years of project manager responsibilities, preferably in a technology-related industry
- Ability to travel up to 15 days a year to support our clients onsite at conferences

Nice to Have:

1. Experience with web content editing - HTML/CSS/Markdown
2. Meeting, event planning or similar/related experience
3. Experience working with Microsoft or similar enterprise customers
4. Familiarity with KPIs and associated reporting