



Radio & WiFi Project Manager

Responsibilities:

- Assist with project planning.
- Monitor and control project schedule and activities.
- Perform budget reviews.
- Monitor, control, and facilitate review/approval of all project documentation.
- Manage risks, issues, and action items.
- Coordinate activities with various managers overseeing areas including: Quality, Safety, Procurement, Contracts, and Warehouses.
- Additional duties and responsibilities as needed.

Required Knowledge, Skills & Abilities:

- Familiarity with using project management software such as Procore.
- Ability to monitor and report progress.
- Ability to effectively communicate project status in status meetings, including giving PowerPoint presentations.
- Ability to effectively communicate and coordinate work activities with multiple stakeholders and vendors.
- Ability to effectively interact with employees, clients, and vendors of all levels.
- Excellent analytical/problem solving skills and attention to detail.
- Ability to be flexible and adaptable in a fast paced environment.

Preferred Experience:

- Previous experience working with or for WMATA.
- Experience working on projects focused on train or bus transportation or tunnel construction.
- Experience working on cellular, radio or Wi-Fi installation projects.

Company Profile

IT WORKS! is a certified woman-owned small business headquartered in Washington, D.C.. As an IT solution provider, our services include custom software development, program management, and advanced data analytics. From scoping and defining to implementation and support, we are ready to support our clients' needs at any stage of development in designing and building solutions that prepare them for the future.

IT WORKS is an equal opportunity employer. IT WORKS will consider all qualified applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability or protected veteran status.