



<b><u>Job Title:</u></b>	National Implementation Project Manager, Payroll/HR
<b><u>Department:</u></b>	Payroll/HR
<b><u>Location:</u></b>	Anywhere in the US with strong preference given to Cleveland, Ohio.
<b><u>Reports To:</u></b>	Director, Payroll/HR Operations
<b><u>Revision Date:</u></b>	3/30/2011

### Position Overview

The National Implementation Project Manager will be responsible for Implementing and converting a customer from their current technology to our system/service.

### Duties and Responsibilities

- Manage the entire conversion project ensuring both the customer and CPI-HR team stays on task per the project plan.
- Act as a consultant to our new customers on ways to better operate their environment by maximizing their use of technology.
- Make sure all deadlines and budgets are met with no exceptions.
- Administer CPI-HR's implementation methodology to its fullest extent
- Liaise with our sales team to ensure continuity of the sales process flows through the entire implementation project.
- Work on project lists for existing clients between projects.
- Manage CRM tool to ensure all sales activity is accurately captured on a weekly basis.
- Contribute to CPI-HR's business development strategy and strategic plan.

### Other Duties and Responsibilities

- Liaise with operations teams as needed to ensure effective transition of customers.
- Learn in detail our operations and implementation methodologies to ensure a productive sales process.

### Requirements

- Experience – Five years minimum experience in implementing Payroll/HR/Tax Filing Administration.
- Education - Associate Degree in Business or related field.
- Additional Experience – Previous experience with a mid market audience.
- Familiarity with the Mangrove System a plus.



### Other Skills/Competencies

- Disciplined
- Detail oriented
- Effective oral and written communication skills
- Excellent interpersonal skills
- Computer literacy
- Organized
- Self-motivated

To apply for this position [CLICK HERE](#).

**Note:** The above statements are intended to describe the general nature and level of work being performed by people assigned to this job classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, to fulfill the ongoing needs of the organization.