



## ERP Implementation Project Manager

**LOCATION**     **Tinton Falls, NJ**

### Position Summary

KIELY is seeking an ERP Implementation Project Manager to lead the organization's ERP transition. This role is a full-time position and will sit on the ERP Steering Committee as the individual responsible for the successful implementation of the selected ERP system across KIELY's operational companies. In this position, the individual will oversee the design, configuration, testing, implementation, and closeout phases of the ERP project. The individual will need to leverage their experience and technical background to identify solutions to issues that arise and recommend changes to ensure the project completes on-time, on-budget, and to stakeholder expectations. The ultimate success of this role will be determined by the solution implementation's completeness, timeliness, cost, and effective transfer of system expertise to KIELY's team members. At the conclusion of the project, the position will evolve into a systems analyst type role.

### Education and Experience

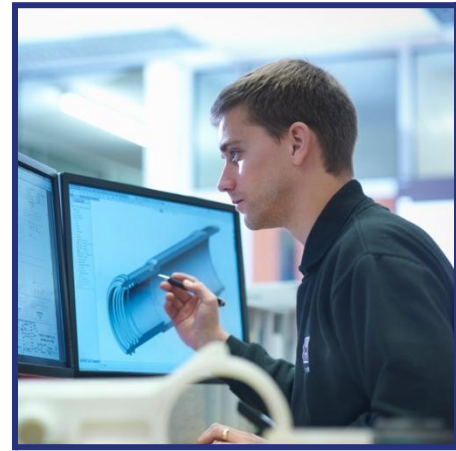
- Bachelor's Degree Required: Preferred fields include Computer Science, Engineering, MIS or related business discipline(s).
- PMP or other project management certification desired.
- 7+ years of relevant ERP and/or IT systems implementation and integration experience, in construction and engineering space a plus.
- Technical experience with ERP modules including HR, Payroll, Job Cost, Project Management, etc.
- Strong technical understanding of business system architecture and integration.



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### Essential Job Duties:

- Form effective working relationships with KIELY team members and leadership commensurate with company values.
- Actively manage project schedule, budget, and resources to business expectations.
- Develop and maintain a project plan encompassing all phases of the project.
- Develop total project cost breakdown and manage the budget accordingly.
- Provide process leadership and lead project execution through self and internal and external team members.
- Contribute to design of software architecture, implementation strategy, and training plan.
- Provide technical and functional expertise to ensure solutions meet business objectives, are reliable and can scale with growth.
- Lead routine project meetings, executing assignments and delegating responsibilities to team members as appropriate.
- Develop, track and report out project key performance indicators at reviews with the Steering Committee and executive leadership.
- Proactively manage and communicate changes in scope or resources and develop contingency plans to mitigate impacts.
- Liaise between the ERP solution team, Implementation partner, KIELY team members and any other consultants to ensure open and transparent communication.
- Ensure successful documentation of new business processes, workflows, and SOP's related to the ERP solution.
- Facilitate training program to ensure ERP system expertise is transferred to KIELY team members.
- Plan and lead the analysis of complex business problems to be solved with automated systems including functional objectives of systems, data sources and availability, report requirements, and cross-system integration requirements.
- Inform and execute systems and data strategy in conjunction with technical and operations leads.



### Required Skills/Abilities:

- Exceptional leadership, facilitation, and collaboration skills.
- Ability to communicate complex and technical information to all levels of the organization in an effective, understandable manner.
- Highly motivational, with ability to influence teams and garner buy-in without direct management responsibility.
- Detail and goal oriented.
- Fluent in Microsoft Office 365 platform, including Project, as well as various construction centric ERP platforms (Sage, Acumatica, Viewpoint, COINS and IFS preferred).
- Proficiency in functional and technical documentation.
- Ability to understand stakeholder business requirements and translate them into application requirements.
- Required to be very hands on, driving progress through actions and leadership.

