



## JOB DESCRIPTION – PROGRAM MANAGER

### ABOUT [TALMETRIX](#)

Founded in 2014, Talmetrix is a talent analytics and insights company based in Cincinnati, OH. Our vision is to be the leader in providing comprehensive workforce insights software and solutions to small, mid-sized, and downstream enterprise businesses helping them better retain desired talent, drive engagement, and improve employer brand reputation. We are accomplishing this by building a world-class organization and culture and hiring best-in-class talent to attract and retain awesome customers.

Talmetrix Talent Insights platform provides visibility into the factors influencing culture and employee experience. Our insights platform provides intuitive views of an organization's employees' facts (data) and feelings (perceptions). Our advisory services help enable and equip organizations along the journey from capturing to leveraging talent insights, fueling high performance organizations.

### THE ROLE

As a **PROGRAM MANAGER**, you are an integral member of our insight solutions team. You will be a member of the Insights Solutions Team that services and supports key customers' benchmarking and analysis programs/projects.

### RESPONSIBILITIES

- End to end program management of large scale projects for high priority clients, including oversight of multiple workflows and timelines.
- Coordinate all aspects of client proposals for statement of work.
- Partner with stakeholders to identify needs and priorities while aligning to overall project goals.
- Coordinate and synthesize data and secondary information into actionable insights.
- Create and maintain comprehensive project documentation and requirements.
- Set schedules and priorities.
- When appropriate, ensure workflows and process operate comply with Personally Identifiable Information (PII) and European Union's General Data Protection Regulation (GDPR) requirements.
- Ensure all deliverables are on time, within scope, with rigor for quality assurance.
- Look for opportunities to improve processes and challenge the status quo.
- Show an aptitude for client and account management.
- Work directly with customers managing process and key deliverables.
- Manage communications and relationships with third party vendors and partners to enable project delivery.

### CRITICAL COMPETENCIES FOR SUCCESS

- Ability to write user stories, gather and document requirements, and develop project plans.
- Experience with managing large scale projects

- Possess good business acumen; quickly understand business models and structures.
- Ability to maintain program and project budgets.
- Experience with utilizing earned value management (EVM) tools.
- Experience in managing program and project risks.
- Familiarity with Tableau, PowerBI, SPSS, and other software solutions to analyze and visualize data preferred.
- Experience using JIRA in an agile environment
- HR, human capital management, and/or workforce research background preferred.
- Excellent planning, organizational, and communication skills.
- Monitor own progress against objectives and take any corrective actions necessary.
- Actively seek to apply new methods and technologies to improve work processes.
- Adapt readily and efficiently to changing priorities and demands.
- Proficiency in Microsoft Office (Excel, Word and PowerPoint).

#### **OTHER PERSONAL CHARACTERISTICS**

- Must be highly organized, detail oriented, flexible, and manage time effectively in a fast paced environment.
- A solution-oriented self-starter with a curious mind and an understanding that quality and accuracy matter.
- Communicate effectively across levels, including senior level executives.
- Enthusiasm to contribute to the organization.
- Ability to remain focused and flexible during rapid change.
- Attention to detail, confidence, and a can-do attitude.

#### **JOB SNAPSHOT**

<b>Compensation:</b>	Annual Salary, Eligible for Annual Incentive
<b>Benefits:</b>	Medical, Dental & Vision and 401K Savings Plan
<b>Reporting to:</b>	Head of Client Services & Delivery
<b>Employment Type:</b>	Full-Time
<b>Job Type:</b>	Program/Project Management
<b>Education:</b>	Bachelor's degree required
<b>Certifications:</b>	PMP certification preferred
<b>Experience:</b>	5 - 7 years of program/project management experience; prior human capital and/or market research preferred
<b>Industry:</b>	Computer/Cloud Software, Human Capital Management
<b>Required Travel:</b>	Minimal

**Send resume and cover letter to [jobs@talmatrix.com](mailto:jobs@talmatrix.com).**