



Job description

Acordis provides infrastructure and technology services and solutions to clients throughout Florida and the United States. Through our partnership and certifications with leading technology providers including Cisco, Microsoft, Barracuda, VM Ware, Citrix, Xerox, Dell, Lifesize, HP, Nasuni, Zebra, and many others. Our customers receive the highest quality products and services the industry has to offer.

As a result of our growth Acordis has an immediate opening for a **Project Manager, IT**. The candidate proactively plans, coordinates and drives logistics activities to ensure the scopes of the projects are accomplished and timelines and budget are met accordingly.

Responsibilities

- Tracks and reports progress of loading plan, ensuring risk are identify and mitigated, issues are escalated and resolved and changes are documented and approved
- Directs planning meetings to ensure project coordination from a logistical perspective is on schedule and on budget
- Performs independently and lead others either directly or indirectly and is accountable for the results of the Logistics Project Team.
- Develops and executes reverse Logistic strategies at the conclusion of the project and works with operating groups to coordinate the ultimate disposition of owners goods
- Develop and maintain client relationships with the goal of repeat profitable business
- Review project proposals or plans to determine time frame, financial objectives, and procedures for accomplishing work, staffing requirements, and allotment of available resources during various phases of the project

Requirements

- **Project Management Professional (PMP) Certification required**

- Bachelors Degree with a concentration in Business and Project Management
- Minimum of 3-5 years' experience in project management
- Strong ability to multi-task
- Proficiency in using computer applications including MS Office
- High level of integrity
- Excellent communication skills
- Self-motivated with strong organizational and time management skills with the ability to effectively set priorities
- Must show initiative and possess the ability to make decisions and solve problems quickly and effectively

Company Profile:

Acordis International Corp is leader in Technology & Solutions. Acordis works closely with clients to develop, implement, and support specific solutions to diverse network, communication, and information infrastructure needs. Acordis specializes in Data Management, Infrastructure Management, Storage Management, Systems Architecture, Managed IT services, IT Security, Cloud services, Digital Signage, Virtualization, Multifunctional Printers, Managed Print Services, Document Management Solutions, VOIP, and Wireless Networking solutions.

Acordis is an official Partner of The Miami Heat - Miami Open - Miami Dolphins and Inter Miami CF.

South Florida 2013, 2015 and 2016 Business of the year awards.

INC. 5000 list of fastest growing companies 2013, 2014, 2015, 2016, 2017, 2018 and 2019 Fastest growing company in South Florida.

Job Type: Full-time