

Are you looking for a company that cares about people's lives and health, including yours? At Olympus, we help make people's lives healthier, safer and more fulfilling, every day.

Let's inspire healthier lives, together.

Job Description

As a member of our IT Project Management (ITPM) Group the Project Manager leads and executes major cross-business cross-border and cross-functional projects managing project teams and project plans to achieve defined goals and reporting status to senior management as appropriate. The Project Manager successfully delivers business projects to create competitive advantage for Olympus. Supports department head and the ITPM Center of Excellence in developing and maintaining departmental processes templates and tools related to project management infrastructure. All projects will be managed in accordance with departmental guidelines and established processes. The ultimate focus of the incumbent will be on our customers' success and their satisfaction with the products and services that we provide.

Job Duties

- * Directly manages specific projects as assigned.

- * Responsibility includes working with department head and subject matter experts to define project scope structure work plan and timeline using established tools and executing on the agreed upon plan.

- * Liaises with senior management to ensure the necessary buy-in support and approval prior to initiating a project and to maintain a high level of engagement and resource availability throughout.

- * Reviews and comments as appropriate on other departmental analyses and projects.

- * As necessary and as requested provides direction regarding discrete aspects of other projects to improve the ITPM team's ability to produce reports presentations spreadsheets and other analyses from these assignments.

- * Reviews ongoing projects with the appropriate members of senior management and other key stakeholders.

- * Coordinates with subject matter experts to develop training materials and documentation when appropriate as part of project plan.

- * Identifies opportunities and proactively proposes projects to improve business systems processes and practices by analyzing existing business processes and determining methods to implement new solutions.

- * Summarizes project execution lessons learned at project closure.

- * Performs all other related duties as assigned.

Job Requirements

REQUIRED QUALIFICATIONS:

- * Bachelors' Degree in Business Engineering or Information Technology.

- * PMP certification is required.

- * Minimum of 6 years of direct project management experience.
- * Demonstrated experience in leading projects and cross-functional teams including portfolio of successfully completed large-scale projects.
- * Experience in medical device life sciences or another highly regulated industrial environment is preferred.

PREFERRED QUALIFICATIONS:

- * Excellent project management skills as demonstrated through past work experience.
- * Provide leadership to project teams creating a positive working environment.
- * Demonstrated ability to develop creative solutions to analytical problems making use of spreadsheets databases and graphics.
- * Develop and deliver presentations to different levels within an organization.
- * Ability to build rapport influence and motivate others at all organizational levels without direct management authority.
- * Maintain the utmost confidentiality and discretion.

We realize work isn't just a job to you.

It's a big part of your life, but not the only part. That's why we offer competitive salaries, a robust 401(k) program, annual bonus program and comprehensive medical benefits, as well as tuition reimbursement, flexible schedules, parental and adoption leave, on-site services and Colleague Affinity Networks — so you can be ready for where life can take you.

Olympus is passionate about the solutions it creates for the medical, life sciences, and industrial equipment industries, as well as cameras and audio products. For more than 100 years, Olympus has focused on making people's lives healthier, safer and more fulfilling by helping detect, prevent, and treat disease, furthering scientific research, ensuring public safety, and capturing images of the world.

Olympus Corporation of the Americas, a wholly owned subsidiary of Olympus Corporation, is headquartered in Center Valley, Pennsylvania, USA, and employs more than 5,500 employees throughout locations in North and South America. For more information, visit www.olympusamerica.com.

Olympus...True to You. True to Society. True to LIFE.

It is the policy of Olympus to extend equal employment and advancement opportunity to all applicants and employees without regard to race, color, national origin (including language use restrictions), citizenship status, religious creed (including dress and grooming practices), age, sex (including pregnancy, childbirth, breastfeeding, medical conditions related to pregnancy, childbirth and/or breastfeeding), gender, gender identity and expression, sexual orientation, marital status, disability (physical or mental) and/or a medical condition, genetic information, ancestry, veteran status or service in the uniformed services, and any other characteristic protected by applicable federal, state or local law.