



At SafeNet, our goal is to employ the brightest and most talented people in the industry.

With more than 30 offices worldwide and more than 1,100 employees, we know the importance of hiring the very best to make our company succeed. No matter what the job is—Tech Writer, Software Engineer, or Customer Service Rep—we’re always looking for our future leaders. If you’re seeking a challenging career and would like the opportunity to advance, then SafeNet may be right for you. SafeNet, get inside.

We are currently recruiting for the following position at our corporate headquarters in Belcamp, Maryland.

Project Manager

Summary:

Under general direction works on a diverse range of projects that cross the functional boundaries within the organization. Works closely with the company executives, functional business owners, and business users.

Qualification Requirements:

Education:

BS or BA degree or equivalent education and experience (ie. 4 - 5 years experience)

Experience:

5+ years of business experience, preferably in information technology or sales and marketing.

Skills:

- Must have experience managing multiple projects
- Major ERP system implementation (i.e. Oracle, SAP) a plus
- Proficient in Microsoft Word, Excel, and Power Point
- Experience with project work plan software (Microsoft Project) and diagramming software (Microsoft Visio).
- Experience in process improvement process redesign; preferably having prior experience as a/or Systems Analyst.
- Strong communications and effective presentation skills.
- Excellent organizational skills, detail-orientated, and work well in a team environment.

Licensures, Certifications:

Essential Duties and Responsibilities: include, but are not limited, to, the following:

Project Management

- Under general direction defines plans, organizes, manages, and closes multiple projects.
- Negotiates with department managers to obtain resources and set appropriate timelines.
- Drives day-to-day project activities; loads and updates the project work plan; tracks project progress against the work plan; helps manage scope and administers the scope change-control process.
- Develops and reviews deliverables; monitors and provides notification of project schedule variances; and resolves problems and maintains the project issues log.
- Assists the business and IS staff in defining business processes and requirements, requiring an understanding of enterprise applications and standard business procedures.

Project Administration

- Establishes project team communications; sets up and maintains project team distribution lists; prepares project status reports; creates presentation materials; maintains project team archives; and handles questions from team regarding project policies and procedures.
- Provides additional assistance in IT Sarbanes-Oxley (SOX) procedures as necessary.

Project Documentation

- Ensures that projects are well documented. Sees that project documentation is maintained and readily available to support business reviews, budgets, project activities.

We offer competitive salaries, an excellent benefits package, telecommuting opportunities for some positions and a beautiful corporate headquarters overseeing the Bush River in Harford County, Maryland.

On site, our employees can take time from their busy days and unwind in our fitness center. At no cost to our employees, our fitness center includes a nice selection of stationary bikes, treadmills, elliptical machines and an all purpose multi-station gym.

Our 3rd floor break room is an ideal place to spend your lunch time with other co-workers. Fully equipped kitchen appliances and an ample selection of vending choices will give you a variety of options with lunches and dinners. A 25" cable TV, air hockey and ping pong tables will unfortunately make your lunch break go by very fast. We are minutes away from many restaurants and "lunch places" and a few miles down the road from I-95.

To apply for this position please send your resume to humanresources@safenet-inc.com

SafeNet is an Equal Opportunity Employer

