

POSITION: IT Project Manager

DEPARTMENT: IT

LOCATION: Miami &
Houston

Company Description:

Associated Energy Group, LLC (AEG Fuels) is a global aviation fuels and services supply chain management company. The company's core business is the marketing and financing of fuel supply and logistics solutions for the world's largest airlines, militaries, and corporate operators.

AEG Fuels serves its clients through a network of longstanding relationships with subcontracted parties around the world. Customers are afforded the benefits of negotiated fuel and throughput pricing based on AEG Fuel's aggregate volume within a network of over 2,700 airports as well as the company's specialized expertise in delivering products safely and on-time.

AEG Fuels is dedicated to providing comprehensive support and unparalleled 24/7 service around the world. 17 different nationalities are represented on AEG's team and with offices in Miami, Houston, Tahoe, London, Dubai, and Singapore the company combines a global presence with a local touch.

AEG Core Values:

- Excellence & Teamwork
- Entrepreneurship & Innovation
- Respect & Trust
- Always Do What's Right

Job Summary & Scope:

The IT Project Manager is responsible for leading medium to large scale technology focused projects that are cross-functional and require collaboration across multiple departments at AEG. He/she will ensure project goals and objectives are met within agreed upon time, scope, and budget and will oversee the planning, scheduling, budget, and coordination of all IT-related work for the projects.

Responsibilities:

- Acts as Project Manager on assigned information technology projects providing a single point of contact to project sponsors, committees, and stakeholders
- Guides projects from original concept through final implementation by developing detailed work plans, schedules, project estimates, resource plans, project scope definitions, and status reports
- Leads the process of communicating with team members, stakeholders, & design team and defining / understanding business requirements for various projects as needed
- Oversees analysis of business requirements and collection of detailed technical requirements to support the effective development of project scopes and priorities

- Provides regular recurring reporting on project activities, progress against timelines, and budgets
- Develops project communication plans and drafts messages for stakeholder input and approval
- Assists in the evaluation and deployment of project management tools and methodologies
- Develop, document, and enhance IT project management processes, procedures, and practices

Required Skills and Experience:

- Bachelor's degree in Information Systems Management, Information Technology, or related field
- 3+ years of IT Project Management experience
- Excellent understanding of various software development methodologies
- Excellent process flow design skills required
- Familiar / experience with relational databases and programming concepts
- Strong leadership, oral and written communication, and presentation skills to a variety of stakeholders are required
- Experience implementing continuous improvement processes
- Vendor Management

Please contact hr@aegfuels.com with attached resume in Word or PDF format. If you wish to enclose a cover letter, please include it in the body of your email.