



Job Title: Project Manager
Location: Dunwoody, GA
Job Type: Full-time

Company Description

Optimized Payments is an Atlanta based analytics and consulting firm helping companies streamline their payment operations. We are a growing, 15-year-old company looking for talented individuals who want to grow with us. Our client portfolio includes Fortune 500 firms such as Apple, Staples, Safeway, Priceline, AutoNation, and the U.S. Postal Service.

Supervisory Responsibilities

- Oversees a team of managers, business intelligence analysts, data scientists and software developers to ensure projects are completed efficiently and on time to specifications.
- Delegates work and assignments to team members based on expertise, work experience, band-width and time constraints.

Job Description

- Leads an interdepartmental team to complete an assigned project on time, to specifications, and with accuracy and efficiency while adhering to budget and scope of project.
- Develops, maintains and revises proposals for projects, including project objectives, technologies, systems, information specifications, timelines, funding and staffing.
- Outlines the tasks involved in the project and delegates accordingly.
- Conducts cost analysis, estimating expected costs and time required for the project.
- Conducts risk assessments; reports identified risks to management; provides recommendations for mitigation of risk (including termination of the project if appropriate).
- Addresses questions, concerns, and/or complaints throughout the project.
- Acts as a liaison between company, customers, and vendors.
- Establishes and implements project communication plans, providing status updates to affected staff and stakeholders.
- Communicates and collaborates with sales and marketing teams to provide training and information required to promote and sell new projects, programs, and systems.
- Ensures compliance with federal, state, local, industry, contractual, and company regulations, standards, specifications, and best practices.
- Performs other related duties as assigned.

Skills and Qualifications:

- Independent, self-motivator, intelligent, entrepreneurial
- Python, SQL experience
- Azure ADF and Snowflake experience a plus
- Payments industry experience a plus
- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.



- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Thorough understanding of or the ability to quickly learn about the project or product being developed.

Education and Experience:

- Bachelor's degree in related field, which may include Computer Science, Business, or Engineering, required.
- At least three years of related experience required.
- PMP, PgMP, CAPM, SCRUM and/or comparable project management certifications required.
- Excellent analytical, logical thinking and problem solving skills.
- Proficient with, or ability to quickly become proficient with, a range of general and specialized applications, and software used in the Payments industry.
- Ability to motivate groups of people to complete a project in a timely manner.

Why Consider Optimized Payments?

- Growing and highly profitable 15-year-old payments analytics and consulting firm
- Work with people who share a commitment to serving customers and having fun
- Opportunity to make significant impact to Company, Clients, and your career
- Benefits – standard 3-week vacation, stock options, 401k plan, medical/dental benefits, full gym at office, paid parking
- Opportunity to work remotely 1 or 2 times per week

For any inquiries, contact Rachel Frishe at rachel@optimizedpayments.com