



Processing Project Manager – Job Description

The Processing Project Manager (PPM) is responsible for the day to day processing of client projects, development, maintenance, and enhancement of internal applications and processes related to the Variable Data Printing (VDP) and Electronic Bill Payment and Presentment (EBPP) projects. The PPM is required to gain an understanding of our client's unique requirements and specific procedures. The successful PPM will possess a "Gung-Ho!" outlook.

Requirements/Experience

- Three to five years experience in a VDP or data processing environment
- Development / programming skills i.e. VB.NET; ASP.NET; Composition Programming; OOP Programming concepts, FoxPro, etc.
- Strong customer service orientation, the ability to work with people in varied organizational relationships.
- The ability to maintain a high level of diplomacy, discretion and confidentiality.
- Demonstrated strength in performing work in a fast-paced, time-pressured environment
- Above average time management and documentation skills are required
- Detail oriented
- Demonstrated problem solving
- High level of flexibility, reliability and dependability
- Strong verbal and communication skills
- Exceptional "can-do" Attitude
- Embraces the cultural concepts of "Gung Ho!", "Fish" and "Raving Fans"

Beneficial Experience

- Documentation and evaluation of software
- FoxPro / FoxPlus Programming.
- Software Development, basic through SQL with a sense of full life-cycle existence;
- Visual Basic .NET Programming
- Web Design

Responsibilities

- Daily processing of client projects
 - Process client data files through various applications i.e. postal sorting, SQL database, in preparation of printing and electronic delivery
 - Refer to "assist documents" for proper processing procedures
- Scheduled processing of VDP client files to Internet EBPP team for timely "eDelivery" and "eArchiving".
 - Creation of companion files
 - Detailed instructions for compliance and security
- Implementation of client projects
 - VDP scoping
 - EBPP scoping
 - Documentation for inclusion in Statement of Work
 - Compliance assurance
 - Work with Processing Applications Specialist for DSAM (SQL) interface and customization
- Production reporting
 - Development
 - Customization
 - Maintenance
- Returned Mail Processing: (A stand-alone process for Data Services)
 - Client set-up
 - Implement new clients
 - Daily processing review and maintenance
 - Some client and customer service/interfacing