**Project Controller**

JOB SUMMARY

Provide the project cost control function based on the customer specific project delivery process. He/she is responsible for the project cost budget control and adjustments across the project life cycle.

He/she will be responsible for the overall project monitoring and ensure compliancy to all corporate Project Management Office standards, guidelines, processes and methodology.

The Project Controller is responsible for the development and evolution of the project plan, along with the Project Manager and the project management team, to define the project scope, the project schedule, the project quality plan, and the project budget’s execution plan, and to provide proper control of the plan and its performance metrics to assure its implementation within scope, schedule, budget and the expected customer satisfaction, and assure that any deviation from the original plan is communicated to the Project Manager and to the management team.

Responsible for the project status report in relation to: project progress, milestones completion, areas support and issues, project’s risk, project changes, operational and financial metrics, and projections at completion.

The Project Controller will be provided training on the project management specific processes and procedures by Smartmatic

The Project Controller will report to the Project Manager.

PROFILE

An ideal candidate should demonstrate proficient expertise in all project management methodology disciplines; strong financial management acumen; excellent organizational and coordination skills.

Able to identify areas for improvement, implement procedures and standards, train and drive the project team towards successful and cost efficient project deliverables.

PRIMARY RESPONSIBILITIES

* Develop together with the Project Manager and the project team the initial project plan, scope definition and project’s deliverables by functional area
* Develop a detailed and complete project schedule including activities listing, sequence and dependencies to monitor and control the project timeline, activities completion and critical path
* Manage the implementation of the Project Site/Platform (through the Project Server) for project activation
* Perform project documentation administration and control function. Ensure the project information updates are processed in an accurate and timely fashion using various document management tools including SharePoint
* Support the Project Manager with the definition of the required skills, knowledge, roles and responsibilities for the project team members. Assess the required resources costs and assignments duration
* Arrange and conduct the project status meetings with the team, coordinate and follow up on the project execution action plan, activities completion, risks, issues and changes
* Ensure effective and efficient communication within the project team and adherence to the Communication Plan
* Perform Risk Management activities, including risk assessment, risks/issues log, defining the risk mitigation plans and monitoring the status of the issues and their resolution
* Jointly, with the Project Manager, define the project KPIs and their calculation methodology; track the project progress against the baseline; provide quantitative information of the project’s overall performance

KNOWLEDGE AND SKILL REQUIREMENTS

* Bachelor's degree in Engineering, Business Administration, Computer or IT Sciences or related area
* PMI PMP or similar recognized Certification highly recommendable, awareness and experience in project management methodology are mandatory
* 4-6 years of professional experience, and 4+ Project Controlrole experience or in a job with similar responsibilities
* Technical background, with experience in IT Projects desirable
* Preferred experience in managing complex projects for government entities
* Experience of project scoping, process analysis, reporting and full lifecycle Technology and Service Delivery implementations
* Supplier and Partner Management experience
* Proficiency in Microsoft tools: MS Project and MS Office
* Knowledge of the MS Project Server desirable
* Document Management skills using SharePoint tool environment
* Analytical and conceptual thinking capabilities
* Excellent teamwork skills
* Effective problem solving and decision making skills
* Self-confidence and assertiveness
* Excellent organizational skills and planning capabilities
* Exceptional effective communication (verbal and written) and interpersonal skills
* Effective listening capabilities
* Flexibility and adaptability capabilities. Able to work under pressure
* English proficiency minimum at level C1, native Italian speaker

WORKING CONDITIONS

Working conditions are those of a normal office environment. During key national events the Project Controller should be available, on an occasional basis, to perform his/her duties based on a shift operation and during non-office hours.