jazzercise®

IT Business Analyst & Project Manager

Jazzercise, Inc. is seeking an IT Business Analyst & Project Manager with 3-5 years project experience in software, mobile applications and/or web development. Core responsibilities include writing development specifications, project planning and communication activities both with outside developers and with internal teams. This role requires solid communication skills along with excellent attention to detail. User Experience/UI design and wire framing experience is a big plus. We are looking for a candidate who has the ability to wear many hats at once, a demonstrated ability to learn quickly on the job and is passionate about contributing building cutting edge software products.

The IT Business Analyst & Project Manager is a contract position for 6 – 12 months.

Responsibilities:

- Quickly develop a working knowledge of legacy systems and applications
- Documenting business requirements from end users and creating technical specifications for use by developers
- Working with internal teams and outside developers to write and review project proposals to determine project goals, scope, time, budget and staffing requirements
- Developing and maintaining project plans specifying goals, strategy, and staffing, scheduling, identification of risks, and contingency plans.
- Ensuring solution design and delivery fits with agreed upon guidelines including functional, technical, performance, security, scalability, process, and total cost of ownership
- Managing the day-to-day details of the project including the plan, schedule, resources, task assignments, scope, budget, issues and risks. Track progress and monitor all development activities to ascertain and control progress
- Leading the effort in creative approaches to problem solving and quality deliverables supporting business needs. This may include wireframes or other related documentation
- Reporting schedule, budget, and delivery details to stakeholders. Continuously advise management of interim plans, potential issues, mitigating strategies, and implications of requested scope or resource changes
- Facilitating project meetings and briefing the project team on status reporting, problem resolution, feedback, and input from the team on project planning and execution
- Creating and managing project documentation, including the original plan, any working papers, status reports, meeting minutes, issue logs and any other documentation related to the management and administration of the project
- Coordinating production support & maintenance activities, including launch planning

Qualifications:

- Bachelor's degree, in communications, computer science or related field; or equivalent combination of education and experience
- 3+ years of IT business analyst and/or software project management experience, preferably in a fast paced information technology company
- Prior experience as a software project manager or business analyst is a must
- Ability to use project management software to track and manage tasks, resources and project costs
- Interpersonal communication skills and the ability to manage resources indirectly
- Proven ability to organize and communicate information and manage projects to time and budget goals
- Knowledge of standard Microsoft software applications, i.e. Word, Excel, Microsoft Project, PowerPoint and Visio required
- Effective organization and time management skills, with the ability to establish effective working relationships and contribute in a team environment. Customer service oriented
- Thorough business knowledge and acumen is required
- Experienced with Business Process Modeling
- Working knowledge of standard Systems Development Life Cycle Methodology

Jazzercise, Inc. is the world leader in dance fitness. We are a thriving corporation with over 40 years as a leader in the fitness industry. Jazzercise has over 8,000 franchised instructors worldwide. We are a multi-division company that includes Jazzercise Apparel, a complete line of fitness apparel, and JM DigitalWorks, an award-winning video production company. To learn more about Jazzercise, visit us at www.Jazzercise.com.

Interested applicants submit your resume and cover letter to: hr@jazzercise.com.

Jazzercise is an Equal Opportunity Employer.