



## **Project Manager I**

**Recovery Point Systems**, Germantown, MD 20874

**US Citizenship required**

**Background check required**

### **About Us**

Recovery Point Systems is a leading provider of comprehensive disaster recovery and business continuity solutions, serving clients across various industries including government, healthcare, and financial services. With a commitment to data protection and IT resilience, Recovery Point Systems offers a range of services including managed hosting, cloud-based disaster recovery, and cybersecurity solutions. Recognized as an industry leader by Gartner®, Forrester® and other leading industry analysts, we seek talented, dynamic individuals to join our team.

### **Job Description**

In this role, the Project Manager/DR Events Manager is cross-trained and responsible for assisting in both the onboarding of all new DR clients and for assisting in managing client DR tests. The Project Manager I will assist in managing scope, cost, schedule, internal staffing, outside vendors and contractual deliverables for all client test and disaster declaration activities.

- Responsible for all client test and disaster declaration activities at Recovery Point.
- Leads client pre-test, test and alert/declaration calls.
- Maintains strong current general IT knowledge across all platforms and network to understand and document issues.
- Manage day-to-day operations of our current internal IT/Operations projects.
- Oversee the process of all projects full lifecycle from start to finish.
- Prepare materials for project status calls with stakeholders.
- Participate in rotating 24x7 on-call as Disaster Declaration Duty Manager for the assigned shift.
- Track and support multiple customers through scheduling, pretest, testing and post-test activities.
- Maintains solid Smartsheet skills to establish a paper trail while assisting the RPS team and customer with follow up through the whole process to ensure success.
- Coordinate all client requests for testing.
- Coordinate with RPS technical teams & staffing schedules to determine testing availability and confirm options to offer.
- Ensure all platforms are on startup call or onsite to meet customer.
- Any other tasks as required to fully support client testing activities.



## Required Skills

- Excellent communication and presentation skills
- Excellent conflict resolution skills
- Able to manage complex projects

## Education/Experience

- Bachelor's Degree preferred or at least 5 years of Project Management
- Experience with Smartsheet and Salesforce preferred.
- Preferred background in IT solutions.
- Holds one of the following: PMP, PgMP, PRINCE2
- Preferred background in IT Solution and Disaster Recovery services

## Compensation/Benefits

- Health insurance package (medical/dental/vision/disability/life)
- Competitive salary
- 401(K) plans
- Paid holidays
- Paid time off
- Parental leave
- Flexible hours
- Pregnancy leave

**Job type:** Full-time; Hybrid (in-office and remote)

Equal Opportunity Employer