



Project Manager

Location: Any

Job Type: Full-Time

Department: Engineering

Reports To: Vice President, Technical Operations

About Altigen

We empower businesses with cutting-edge UCaaS, CCaaS and Teams Phone solutions with an emphasis on the financial services vertical market. From introducing the first IP PBX to building the first unified communications app for iOS and Android to becoming the first vendor to integrate contact center solutions with Microsoft's Communications and Collaboration products — we've always strived to be at the forefront of innovation. We're looking for dynamic people to join our sales team in our quest to redefine the future of business communications.

About the Position

The Project Manager (PM) is responsible for successful deployments of Altigen software and SIP solutions for the full Project Life Cycle. Success is defined as completing a project that meets the assigned profitability target, is delivered on time and is signed off on by the customer. As the primary liaison between the company and the customer the PM collaborates with sales, deployment services and the customer. This includes confirming customer requirements, developing the project plan, assigning responsibilities (internal and customer), setting timelines, managing risks or issues, appropriately accounting for any changes in scope, and generally ensuring the successful delivery of the project.

Key Responsibilities

- Understand customer requirements and objectives
- Collaborate with relevant stakeholders to develop the project plan
- Coordinate internal and customer resources required for successful delivery
- Schedule and manage meetings as required to complete the project
- Manage changes to the project scope, project schedule, and project costs as necessary
- Timely meet each project milestone, identify risk or issues and escalate as necessary
- Track and report to relevant stakeholders on overall project status



Required Qualifications

- Proven experience in software project management roles
 - Working knowledge of project management software
 - Adept at analyzing requirements to ensure projects objectives are met
 - Ability to collaborate with others in the spirit of teamwork
 - Excellent written and verbal communication skills
 - Possess the management skills required to direct the work of others
 - Solid organizational skills including attention to detail and ability to multi-task
 - Prior consulting experience, technical or business lead on projects, and/or previous leadership roles would be beneficial
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Preferred Qualifications

- Project Management Professional (PMP) or equivalent
 - Bachelor's Degree in the appropriate field of study
 - Minimum 3 years of project management work experience
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What We Offer

- Competitive salary and performance bonuses
 - Flexible work arrangements (remote/hybrid options)
 - Opportunities to work on cutting-edge AI projects
 - Collaborative, inclusive, and growth-focused environment
 - Learning and development support
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Contact

If you meet the above qualifications and are interested in this position, please respond by sending an email with your resume to hr@altigen.com with the position title in the subject line. We are an Equal Opportunity/AA Employer. Only qualified applicants will receive a response.