

IT Project Manager / Vendor Manager, Part-Time Contract

SWECO | Florence, KY | Approximately 10-15 hours/week

SWECO is looking for an experienced **IT Project Manager / Vendor Manager** to provide part-time contract support to our internal IT team.

We need someone who can take ownership of multiple smaller technology projects and **independently drive them through completion.**

Responsibilities will include:

- Managing multiple IT/application projects
- Working directly with software and technology vendors
- Researching licensing and transition options
- Obtaining and coordinating vendor proposals
- Managing schedules, action items, risks and follow-up
- Coordinating internal resources, vendors, testing and implementation
- Providing concise status updates to the IT Director

Projects may involve **business applications, SaaS, Microsoft 365, infrastructure, software licensing, application upgrades and other technology initiatives.**

We're looking for someone with solid IT project-management experience, strong vendor-management skills and enough technical knowledge to effectively work with both vendors and internal IT resources. **Manufacturing experience and PMP certification are pluses, but not requirements.**

This is a **part-time contract opportunity, approximately 10-15 hours per week**, with the potential for an ongoing relationship.

Greater Cincinnati / Northern Kentucky candidates preferred.

If interested, please send me a resume or brief summary of your experience and availability.

John Lusk

IT Director | SWECO

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