



## FULL-TIME EMPLOYMENT OPPORTUNITY

Position Title: Laserfiche Project Manager & Implementation Specialist  
Hours: Full-Time / Mon to Fri / 8am to 5pm  
Reports To: ECM Manager

---

Manage all enterprise software implementation projects within the ECM (Electronic Content Management) division at Bishop Business using Laserfiche ECM Software.

### What You'll Do:

- Work directly with clients, both current and future, to analyze and scope projects
- Design, implement, and deploy business process automation software
- Manage all phases of the implementation process adhering to the project management methodology per project. These phases include but are not limited to: Project planning & design, software & database setup/installation, workflow & business process development, user setup, proof of concept demos, training documentation creation, key user & end user training, and on-site go-live assistance \*(Many of these steps will be done alongside our project engineers)
- Update project management software in real time insuring project data is up to date with budgets and time allocations
- Stretch your mind intellectually – challenging conventional thinking with your positive and curious mind
- Provide weekly project status updates to customers
- Proactively navigate changes in scope, schedule and resources to internal team and client team
- In time, you will lead project management portion of daily morning SCRUM meeting
- Report daily to the division management team on project statuses, changes and budgets

**BISHOP BUSINESS IS AN EQUAL OPPORTUNITY EMPLOYER**

- Keep a keen eye open for new account expansion opportunities within current customer base

#### Prerequisites:

- 2 years in related field
- Experience working in project management software to drive daily team outputs
- Experience working with ECM applications highly preferred (Laserfiche is our product).

#### What You'll Need:

- Excellent C level business acumen
- Ability to work independently and take initiative during the project lifecycle
- To be a problem solver with ability to troubleshoot complex and dynamic customer environments
- Excellent attention to detail
- Ability to manage competing priorities and take responsibility for timely completion of project tasks
- Obsessed about Customer Success!
- Clear, articulate and empathetic communication style - you can have difficult customer conversations while maintaining the long term relationship
- Seasoned in multiple software project management methodologies (Agile, Lean, Scrum...etc)
- Experience in daily Scrum meetings
- General Knowledge and experience working in day-to-day business processes like AP, AR and HR
- BA or BS in a business-related field, engineering or computer science

#### What You'll Get in Return

- Competitive salary and suite of benefits based on experience level
- Grow and develop your abilities in a family-owned organization with a strong track record in the community since 1954
- A group of smart and dedicated professionals to spend your day with!

Your workplace, working better.

**BISHOP BUSINESS IS AN EQUAL OPPORTUNITY EMPLOYER**