



AMERICAN GEM SOCIETY  
LABORATORIES®

*Setting the Highest Standard for Diamond Grading®*

### **Technical Project Manager – Contract Position**

AGS Laboratories, a nonprofit diamond grading laboratory, is seeking a project manager for its diamond analysis project. This is a contract position located in our Las Vegas, NV office.

Role: Handle all aspects of project management for a high priority multifaceted project for the organization. Responsible for planning, monitoring progress, reporting outcomes, and working to solve challenges that arise. The project will include translating business requirements into effective schedules and creating action items to successfully move the project to completion and operationalization. Identify technical impacts on the organization as they relate to business requirements. Define strategies, regularly participate in executive meetings to present progress, and share project information with other team members in the organization. Gather and create product requirements and specifications. Make sure project meets deadlines and is completed within budget.

#### **Responsibilities:**

- Design standardized processes and Best Practices from initiation to completion in partnership with SMEs, including project scope, documentation, measurements, communication, and implementation to stakeholders and management
- Manage end-to-end project plans to ensure on-time delivery while driving execution
- Research and perform market analysis
- Foster strong cross-department partnerships and able to effectively prioritize workload demands to meet project deadlines
- Create sustainable communication channels in conjunction with systematic routines, processes, and preparedness activities for client to execute consistently
- Distinctive problem-solving and analytical skills combined with strong business acumen and technical savviness
- Acts as the liaison and point of contact for both internal and cross-functional projects
- Evaluate project plans, status, and resource utilization. Implement changes as needed; review status reports prepared by project team and modify schedules or plans as required
- Manage performance metrics to evaluate progress and success

#### **Qualifications:**

- 5-7 years' experience as software engineer and developer (C, C++ and/or C#)
- Agile methodology experience required
- 4-6 years leading software development teams preferred
- Experience translating business requirements into development tasks and schedules
- Experience in creating business requirement documents (BRDs), program documentation and software release and test plans
- PMP Certified or Scrum Master Certification
- Strong verbal and written communication, attention to detail, and organization
- Highly motivated and able to work independently as well as in a team environment
- Comfortable working in a fast-paced and demanding setting
- Ability to quickly learn and master new technology
- 7 years project management experience required



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Contract length: 6-12 months estimated

Schedule: Monday to Friday; 20-40 hours as needed

AGS Laboratories is an equal opportunity workplace. All qualified applicants will receive consideration for employment and will not be discriminated against based on age, race, gender, color, religion, national origin, sexual orientation, gender identity, veteran status, disability, or any other protected categories.

Salary range: \$60.00-\$80.00/hour DOE

Send resume to Denise Manfra, Director of Human Resources, [dmanfra@agslab.com](mailto:dmanfra@agslab.com)