



Job Posting

POSITION TITLE	Project Manager / Core Liaison
DEPARTMENT / LOCATION	Operations Center – Round Rock Palm Valley
SALARY	Commensurate with Experience
FLSA STATUS	Exempt
POSTING DATE	12/08/2023

R Bank's foundation is our community, our customers, our employees, our shareholders and our bankers. We are a locally owned and operated business with a value proposition of developing a high touch relationship with our customers while providing high tech solutions to their financial needs. The technology that we employ allows us to provide a state of the art banking experience in a relaxed environment.

GENERAL DESCRIPTION/PURPOSE:

Responsibilities of this position include, but are not limited to, working with key stakeholders on the identification, coordination, and completion of projects all while ensuring the deliverables fall within the applicable scope, budget, and timeline. The Project Manager will effectively communicate and set expectations with all members of the project team, including external resources.

Additionally, this position is responsible for managing and cultivating the banks relationship with its core vendor while simultaneously advocating for the bank in the overall relationship. This includes communicating the bank's strategic objectives to the core provider and working to overcome operational challenges that occur across business lines.

COMPANY GENERAL POLICY & PROCEDURE:

The requirements listed below are representative of the knowledge, skill, and/or ability required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The competence of the employee in performing his or her job duties will be demonstrated, maintained and improved on an ongoing basis.

The statements contained in this position description reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered a detailed description of all the work requirements that may be inherent in the position.

DUTIES AND RESPONSIBILITIES:

- Help identify any possible need for the addition of or enhancement of applications or processes, the resources required to implement the change, as well as the expectations of the change.

- Define project scope, deliverables, roles and responsibilities in collaboration with stakeholders and business partners
- In conjunction with applicable department managers the project manager will monitor project status, communicate with third party representatives, assign resources, and ensure that projects are completed in a timely manner
- Maintain accurate program estimates, timelines, project plans, status reports for the executive team
- Resolves conflicts by demonstrating leadership and appropriate decision-making competencies
- Interpret technical information from vendors and be able to clearly translate and articulate objectives to internal operational resources so that objectives are met.
- Ability to communicate across business lines
- Weigh various alternatives to problem resolution and identify optimal solutions for project goals and all parties.
- Coordinate with internal teams as well as engaged vendors to ensure deliverables match project (or relationship) requirements
- Perform other duties as assigned

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Two years higher education or equivalent work experience.
- Overall working knowledge and understanding of bank operations, including but not limited to:
 - Deposits
 - Loans, including Mortgage Origination
 - Accounting
 - IT/InfoSec
- Prior experience with working on Information Technology projects/implementations, as many bank projects will involve extensive Information Technology resources.
- Previous experience in gathering, reviewing, and/or performing:
 - Risk Assessments and analysis
 - Cost/Benefit Summaries
 - Implementation Timetables
 - Peer Product analyses
 - Backup and Exit Strategy
 - Contractual Details
 - Supplemental resources as requested by management
- Excellent communication skills with the ability to present to the bank's executive management team.
- Strong analytical skills
- Excellent project planning and organizational skills are required to plan, assign, and monitor all assigned projects
- Ability to work independently in the management of ongoing projects.
- Ability to multitask and work on projects throughout the organization as there may be up to 10 concurrent projects in various stages occurring at the same time.
- Ability to adapt and learn new products and services across all business lines as the organization matures.
- Ability to meet deadlines.

- Flexible and adaptable; able to work under pressure and handle sensitive information in a confidential manner.
- Submitting project deliverables and ensuring that they adhere to quality standards.
- Preparing status reports by gathering, analyzing, and summarizing relevant information.
- Ability to fluently speak, read and write in English.
- Basic knowledge of computer operations (i.e., email, Microsoft Word, Microsoft Excel, etc.) and other standard office machinery
- Ability to pass background investigation and drug screen to the satisfaction of R Bank

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; use hands to handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

BENEFITS PACKAGE:

R Bank is committed to the success of our employees. We offer an attractive benefits package including Medical, Dental, Vision, Life, Disability, 401k, EAP, and the R Best Foot Forward Program. You can learn more about R Bank and our services at www.rbanktexas.com.

APPLY:

If you meet all of the minimum qualifications for this position and would like to apply, please email updated resume to HumanResources@r.bank or you may upload via www.r.bank.

R Bank is subject to Executive Order 11246 and to the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (VEVRAA). It is the policy of R Bank to provide equal employment opportunity to all qualified applicants for employment without regard to race, color, religion, national origin, sex, sexual orientation, age, veteran status or disability.