



Job Posting Notification

Position: Assistant Project Manager

Position Location: Tulsa, Oklahoma

Contact: resumesOK@vgt.net

Position Summary

The Assistant Project Manager will work with internal and external stakeholders to support projects involving VGT electronic gaming devices in the Class II casino market.

Essential Duties and Responsibilities

Under the supervision of the Sr. Project Manager, the APM will:

- Coordinate multiple departmental schedules, communications and interactions to facilitate casino deployments.
- Maintain a high level of communication with project manager, team members and customers throughout all phases of deployments.
- Assist in the design, plans, and implementation of deployment projects.
- Participate in casino deployments.
- Serve as the point of contact between internal and external stakeholders.
- Generate and maintain key project documents, status reports, and change documents.

Knowledge and Skills Required

- Proficient in the use of Microsoft Word, Microsoft Excel, and Microsoft Project
- Strong interpersonal and negotiating skills
- Excellent communication skills both orally and in writing.
- Desire to provide good customer service both internally and to external clients
- Strong decision making and problem solving skills
- Strong organizational skills
- Strong analytical ability, particularly in a technical environment
- Must be flexible and work well under pressure and deadlines
- Must be able to work varied times of the day and travel to remote locations

Qualifications, Education and Work Experience

- Bachelors Degree or equivalent relevant experience. Computer Science, Information Technology or related field highly desirable
- Demonstrated ability to work on a team and manage cross functional teams
- Must be able to obtain Gaming Licenses
- Professional experience in the casino industry preferred
- CAPM (Certified Associate in Project Management) certification preferred

Qualified and interested persons should send resume and cover letter to resumesOK@vgt.net stating the position title in the subject line. Please include salary requirements. Only candidates selected for consideration will be contacted. **No phone calls please.**

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Bonus Referral Eligible: Level II