

## **Job Title: Project Manager**

**Location:** Hybrid – New York, NY

**Department:** Operations

**Reports To:** Director of Project Management

**Employment Type:** Full-time

## **Job Overview**

We are seeking a detail-oriented and proactive **Project Manager** to lead cross-functional initiatives that drive operational efficiency and strategic growth. You will be responsible for planning, executing, and closing projects while ensuring alignment with business goals, timelines, and budget.

## **Key Responsibilities**

### **Project Planning & Execution**

- Develop detailed project plans including scope, milestones, timelines, and resources.
- Coordinate internal and external stakeholders to ensure seamless project execution.
- Monitor project progress and adjust plans as needed to meet evolving goals.

### **Team & Stakeholder Management**

- Facilitate regular team meetings and cross-departmental check-ins.
- Serve as the primary point of contact for project-related communication.
- Provide clear documentation and updates to all stakeholders.

### **Risk & Issue Management**

- Identify potential risks and develop mitigation strategies.
- Escalate issues in a timely manner to prevent project delays.

### **Post-Project Analysis**

- Conduct post-implementation reviews and lessons-learned sessions.
- Track KPIs to evaluate project success and recommend improvements for future initiatives.

## **Future Tasks & Expectations**

### **Within 3 Months:**

- Fully onboarded and familiar with company tools, processes, and teams.

- Leading at least one internal process improvement initiative.

**Within 6 Months:**

- Successfully manage two cross-functional projects from kickoff to completion.
- Contribute to project management process improvements and documentation.

**Within 12 Months:**

- Propose and launch a strategic project aligned with business objectives.
- Mentor junior team members and support the evolution of the PMO function.

**Qualifications**

- Bachelor's degree in Business, Management, or a related field.
- 3–5 years of experience managing projects in a fast-paced environment.
- Strong understanding of project management methodologies (Agile, Waterfall, or Hybrid).
- Proficient in project management software (e.g., Asana, Jira, Microsoft Project).
- Excellent communication, organizational, and analytical skills.

**Preferred Skills**

- PMP or PRINCE2 certification.
- Experience in SaaS or technology sectors.
- Familiarity with data analysis and visualization tools (e.g., Excel, Tableau).

**What We Offer**

- Competitive salary and performance-based bonuses.
- Health, dental, and vision insurance.
- 401(k) plan with company match.
- Generous PTO and flexible working hours.
- Continuous learning and development opportunities.