

Description

365 Retail Markets is the global leader of self-service technology and convenience solutions for the food service industry. Through our combination of MicroMarket, vending, and dining technologies, we offer the best in class point-of-service platform for the workplace. For the last decade, 365 has been pioneering innovation and winning multiple awards for revolutionizing the market with superior technology, strategic partnerships and ultimate flexibility in customization and branding. At 365, we are committed to supporting our customers' and employees' success!

As a Senior Project Manager, you will be placed in the driver's seat on vital projects that have strategic importance to our goal of connecting people with products at work. You'll assist in leading strategic initiatives among various business teams and drive towards goal execution. You'll be a subject matter expert and help to define scope, identify risk, methodology and resource allocation. Reporting directly to the Manager of Project Management, you will bring your knowledge and skills to the table to manage and implement all phases of diverse and complex projects, as well as identify meaningful process improvements along the way.

Responsibilities

- Collaborate with cross functional, geographically dispersed teams to deliver strategic projects, primarily related to software development, infrastructure and application security
- Manage moderately to highly complex projects according to schedule and budget
- Collaborate with the Manager of Project Management to identify internal and external resources (financial & human capital) required to complete a project successfully
- Identify, refine and track project requirements
- Lead and execute efficient and effective team meetings, often with executive level leadership
- Monitor project activities through the entire SDLC; evaluate the progress of project(s) on regular basis
- Compose, maintain, and update (as needed) user guides related to new features or products
- Cultivate relationships and effectively communicate with both internal and external stakeholders of 365
- Assist in the design, testing, and implementation of new products and features
- Provide training and coaching to team members about project aspects so that the team members can understand their tasks fully and act on them efficiently
- Identify and implement new processes with project teams as needed; ensure teams are following such processes as defined by the PMO
- JIRA Administrator
- Other duties as assigned by the Manager of Project Management

Requirements

- 6 -8 years of experience managing technical projects in an Agile environment
- Proficiency with Microsoft Office, Excel, Word, Visio, SharePoint, JIRA
- PMP, PMI-ACP, CSM, CSP, ITIL or related certifications strongly preferred
- Experience with Scrum and Kanban frameworks, as well as Agile and waterfall methodologies
- Excellent organizational skill and attention to detail
- Self-starter and motivated
- Excellent written and verbal communication skills; technical writing proficiency is strongly preferred
- Soft skills for interacting with customers, vendors and other departments

Employment Details

Employment Type: Full time