Job Description for Tech Project Manager

We are looking for a candidate that can serve as a technology manager within our development team, overseeing all aspects of technical and project management for our online platform. This will include the oversight of an ecommerce site from day to day maintenance and larger initiatives which include platform integrations and site updates. The ideal candidate for this role be an effective communicator and help lead the team by attention to detail in managing the workload and schedule of delivering the work required to meet strategic goals.

Major Responsibility:
- Maintain technical documentation and scheduling for (operations, development) initiatives for digital products.
- Partnering with Product and Content Teams, gather business requirements and document solutions to meet those needs
- Become versed in existing systems and understand the implications of changing business requirements and consumer behaviors
- Collaborate, document and improve understanding with all technical teams, translating product requirements into technical plan.
- Developing and managing requirements for new features/enhancements
- Write clear user stories (tasks, epics) complete with an understanding of edge cases
- Mastering the day-to-day-management (grooming, backlog, etc.) of the Agile and Kanban boards
- Testing (not QA) newly developed features
- Working with 3rd party technology vendors
- Experience and strong knowledge of CDP, EMP, and GA360 platform
- Executing on several projects concurrently while balancing shifting priorities
- Making decisions based on logic, data, prioritization, and your judgment
- Respond to and work with technical resources to isolate and resolve system issues
- Provide after hours and weekend support for production systems when needed

Required Skills/Knowledge:
- Technical expertise (in PM or Developer role) supporting launches of new web-based digital products or rolling out new features for existing products
- Strong knowledge web technologies such as JavaScript, HTML, CSS
- Strong knowledge of web server technologies (i.e. XXX)
- Proven track record of getting things done, handling multiple tasks including communication with internal and external teams while consistently delivering on schedule.
- Understanding of SDLC and project planning/execution skills including estimating and scheduling.
- Excellent analytical and interpersonal skills, with ability to work successfully across all engineering disciplines.
- Confirmed ability to adapt your message to the technical level of the audience, and capacity to communicate technical materials to small groups with ease.

- · A deep understanding of business strategy in a fast-growing, large scale environment.
- · Independently driven, inventive, and able to deliver results with minimal direction.
- · Excellent oral and written interpersonal skills and the ability to communicate clearly and effectively with developers, product managers, and senior business leaders.

Experience Needed:
- · 5+ years of web-based technical project management experience (or equivalent).
- · 3+ years of experience working in the field of web development.
- · 3+ years of working in an Agile (Scrum) product (mobile, web, tablet) environment.

Education:

BS in computer science or a related technical discipline.