

Project Manager (Contract, Remote)

Echobind is a digital agency that builds and designs beautiful, engaging software for clients. We have great internal technical processes and set up our culture for our employees to learn constantly. We're the place to work if you want to share your expertise and become a multiplier for the organization. If you're eager to apply your knowledge, mentor and learn from others, and hone your craft while getting the opportunity to work on a wide variety of projects, keep reading.

As Project Manager, you will be responsible for overseeing the execution of the work we do; managing project timelines and budgets; understanding the clients' project issues and goals; helping to achieve client outcomes; and mentoring team members within the company.

You'll be working across multiple client engagements, each with their own teams, so you'll need exceptional communication skills, strong organizational skills, the ability to quickly prioritize needs, and a keen understanding of when and how to say no in order to manage the various and competing needs. This is a fully remote contract position but candidates need to be based in the continental US. To apply, please submit your resume to hi@echobind.com.

IN THIS ROLE YOU WILL

- Manage client communication, projects, and deliverables
- Develop and maintain project schedules to meet milestones and completion dates
- Identify and manage opportunities and risks, actively working to achieve the best possible impact on schedule and available resources
- Understand and uncover client goals and motivations
- Effectively communicate project progress versus plan both internally and externally
- Use analytics & data such to discover opportunities and inform future strategies
- Use data provided to track project progress and to ensure that budget is being used in the most efficient matter
- Ensure & facilitate communication internally & externally
- Be a positive example for our team and set the tone by going above and beyond

CORE COMPETENCIES

- Customer Focus- Dedicated to meeting and exceeding expectations to customers, establishes and maintains effective relationships with customers
- Strategic Agility- Sees ahead, can anticipate future consequences and trends, broad knowledge and perspective
- Presentation Skills- Effective in a variety of formal presentation settings, gains positive attention, changes tactics that aren't working
- Problem Solving- Uses rigorous logic and methods to solve difficult problems with effective solutions
- Listening- Is attentive and an active listener, has the patience to hear people out

- Peer Relationships- Finds common ground/solves problems for the good of all, solves problems with peers, is a team player, collaborates and supports peers
- Multi-tasking- is proficient in juggling multiple projects, priorities, and clients at any given time
- Prioritization- proficient at prioritizing competing tasks independently

REQUIREMENTS

- 4+ years of technical project management experience
- Demonstrated ability to take business requirements break down into user stories
- Experience managing a project board to deliver projects on time and on budget
- Understand and have experience with the software development life cycle
- Strong experience creating and maintaining multiple project plans of varying complexity while managing scope, schedules, budget, resources and risks
- Strong experience working with and utilizing analytics
- Ability to build relationships with clients and peers
- Goes above and beyond to gain a deeper understanding of a client's business space, in order to manage outcomes that align with client goals
- Well versed across multiple project management methodologies and their appropriate application (agile, scrum, kanban, waterfall, etc...)
- Strong written and oral communication skills, specifically around presentations
- Effective time management and project management skills
- PMP Certificate or other certification (preferred)
- Experience with Shortcut for Project Management (preferred)

BENEFITS

- Competitive base salary + annual bonus
- Full Medical, Dental and Vision benefits
- 401k match
- PTO
- Holidays
- Parental Leave
- Maternity Leave

PERKS

- Conference Sponsorship
- Annual Team Summit
- Annual Home Office Stipend

- Employee Assistance Program. (Wellness Resources, Work and Life Counseling, and Legal and Financial Services)
- Weekly investment time built into your regular workweek
- An incredible remote team that will support and champion your work

We are committed to practicing and promoting pay equity. The contract rate range for this position is \$45-\$65 per hour. For a full time salaried position, the base salary range for this role is \$70,000 - \$90,000 per year, in addition to 401k match, an annual performance bonus, and other benefits and perks. This range reflects the good-faith hiring base salary range for this position. However, individual salaries are determined by a variety of factors including, but not limited to: business considerations, local market conditions, internal equity, as well as candidate qualifications such as skills, experience, and education/training.

Echobind's work comes from a group of human beings who have different perspectives, backgrounds, educations, lifestyles, and leanings. Our work is better because of these differences. Echobind is happily an equal opportunity and affirmative action employer. We'll always welcome people to apply with us regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or Veteran status. We also consider qualified applicants regardless of histories, consistent with legal requirements.

If you're interested in this position, please email your resume and LinkedIn to hi@echobind.com.