

Project Manager



Phone :
Web :

Job Summary

Vacancy :
Deadline : Aug 29, 2024
Published : Jul 29, 2024
Employment Status : Hybrid
Experience : Any
Salary :
Gender : Any
Career Level : Any
Qualification :

Job Description

About us

erthos® Inc. is a climate technology company specializing in sustainable material design, with a focus on rapidly reducing the global dependency on plastics by accelerating the scale and widespread adoption of biomaterials. At erthos®, we harness the power of AI, biomaterials, and advocacy to reimagine the building blocks of plastics for the world's largest CPGs and material companies.



About the role

Reporting directly to the Head of Growth, this role offers unparalleled exposure to all cross-functional project teams, as well as direct interaction with our valued clients. As a Project Manager at erthos®, you will lead the planning, coordination, and execution of our erthos® studio projects, working closely with teams in R&D, AI, sustainability, and finance to ensure success. You will act as a primary point of contact for project stakeholders, developing detailed project plans, managing resources, and mitigating risks to deliver high-quality, sustainably-focused results on time and within budget. Your ability to communicate effectively, motivate teams, and foster collaboration will be crucial as you navigate complex projects and drive continuous improvement. This role provides the unique opportunity to build and refine processes, making a substantial impact on the future of our studio projects and ultimately the global dependency on plastics.

In this role you will be responsible for the following key areas:

Project Planning and Execution:

- Develop comprehensive project plans outlining objectives, timelines, resources, and budgets for multiple projects simultaneously.
- Coordinate cross-functional teams from R&D, AI, sustainability, and finance to ensure alignment with strategic goals across all projects.
- Manage project tasks, schedules, and deliverables, ensuring each project is completed on time and within budget.
- Support the Head of Growth during the sales cycle by executing research, preparing detailed project proposals, and creating budgets.

Stakeholder and Client Management:

- Serve as the primary point of contact for all project matters, maintaining clear communication with internal and external stakeholders across multiple projects.
- Manage client relationships throughout the project lifecycle, ensuring high levels of client satisfaction and addressing concerns promptly.
- Facilitate regular meetings and provide timely updates on project status, risks, and issues for all projects, ensuring stakeholders are well-informed and engaged.

Resource and Risk Management:

- Identify and allocate necessary resources across projects, optimizing for efficiency and addressing resource conflicts.
- Monitor and manage project risks, developing and implementing effective mitigation strategies to minimize impact on project outcomes.
- Escalate critical risks to senior management when necessary and implement contingency plans across all projects.

Quality Assurance and Comprehensive Documentation:

- Ensure that project deliverables meet the highest quality standards and stakeholder expectations across all projects.
- Implement best practices and methodologies in project management, conducting regular quality reviews and post-project evaluations.
- Maintain comprehensive project documentation, including plans, schedules, and progress reports, ensuring accessibility for relevant parties and supporting informed decision-making.

About you

- Bachelor's degree in Business Administration, or a related field. An advanced degree or relevant certifications (e.g., PMP) is preferred.
- Minimum of 2 years experience in consulting or project management, preferably within a fast paced technology company/start-up.
- Strong knowledge of project management methodologies with experience developing and implementing processes and tools
- Proven experience in managing multiple complex projects simultaneously, involving various stakeholders, cross-functional teams, and senior executives.
- Strong analytical and critical thinking skills, with the ability to analyze project and financial data, identify trends, and make informed decisions.
- Exceptional verbal and written communication skills, with the ability to convey complex information clearly and concisely to diverse audiences.
- Demonstrated ability to lead and motivate cross-functional teams, fostering a collaborative and productive environment.
- Experience in or a demonstrated passion for the environment and sustainability

Perks

- Competitive compensation package
- A dynamic and supportive work environment
- Opportunities for professional growth and development
- The chance to work on groundbreaking technology that addresses critical environmental challenges

Our team is built on diversity and our uniqueness is our strength. We value our entire team's backgrounds, experiences and perspectives. We strive to be the best team players we can be and have fun while doing it.

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits
