

Project Manager II

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Phone :

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Job Summary

Vacancy :

Deadline : Jul 19, 2024

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Employment Status : Remote

Experience : Any

Salary :

Gender : Any

Career Level : Any

Qualification :

Job Description

What's Bench? Check us out in [Medium](#), [Betakit](#), [Financial Post](#), our [Instagram](#), and our [Life at Bench Blog](#).

We acknowledge that Bench was founded on the traditional, ancestral, and unceded territory of the Coast Salish Peoples, including the territories of the x̱məθkwəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and Səl̓ilwəta̓/Selilwitulh (Tsleil-Waututh) Nations.

Businesses need to understand their financial performance, but for many smaller ones, this means a trade-off between managing their books and running their businesses.

Our mission is to help every business owner thrive, by providing financial insight and peace of mind in one seamless platform. From creatives to chiropractors, Bench helps thousands of small business owners and entrepreneurs master their financial lives. Because understanding your finances should be three things: simple, effortless, and affordable.

We're growing fast, and we're looking for exceptional people to join us on this incredible journey. [Check out our culture guide](#) to learn more about what it's like to work at Bench and [read more about our business here!](#)

What does the PMO team look like?

Reporting to our Senior Manager, Strategy & Support Project Management Office, you'll have an understanding of agile development methodologies as well as lean project management principles. Since you'll be deeply embedded in the Business Operations team, you'll have a technical, data & analytics-savvy, and strategic-thinking background. You'll be working closely with several high-performing, collaborative, and technical systems and analytics teams as well as stakeholders across Bench. You'll be an influencer and a key contributor in driving the success & growth of a data-driven organization supporting small businesses.

What you'll get up to:

- Own and, with minimal supervision, facilitate communications and collaboration among cross-functional teams and internal stakeholders on complex strategic projects that impact Bench's enterprise systems and data environment
- With support, drive project kick-offs by leading scope development and shaping the approach to transformational projects
- Support organizational change management and manage complex business transformation projects
- Identify and anticipate risks, ensuring timely resolution and collaboration
- Provide regular updates on project health using various tools and performance data to maintain awareness and drive improvements in execution velocity
- Clarify and document project activities and manage the location, access, and awareness of documentation for stakeholders and the project team
- Uphold and contribute to the development of the Business Operations way of working, leveraging agile-hybrid and lean project management methodologies

What you'll need:

• Experience and Expertise

- **Seasoned Project Manager** - You have 5+ years of experience as a Project Manager on a variety of complex transformational projects, showcasing the ability to drive results across various projects and industries without relying solely on subject matter expertise.

- **End-to-End Systems Experience** - You have experience managing projects that involve enterprise-level systems and process transformation. (CRM, CPQ, ERP, etc.)

- **Familiar with enterprise-level tech stack and the Software Development Lifecycle** - Salesforce, Stripe, Slack,

- **Data & Analytics Awareness** - You have experience managing projects involving developing data models and data structures, data governance, major business transformation, and technical debt reduction at a data-driven company.

- **Familiar with data tech stack and methodologies** - SQL, DBT, Tableau, AWS Redshift, ETL pipeline tools

• Project Initiation Skills

- **Effective Project Kick-Off** - You are proficient in collaborating with stakeholders to identify objectives, constraints, and success criteria in the early stages of projects. You actively contribute to enhancing project initiation methodologies, tools, and templates.

• Scope & Change Management

- **Scope Definition Proficiency** - You are skilled in analyzing project requirements to define clear scope, deliverables, and timelines, resolving areas of ambiguity through stakeholder collaboration.

- **Change Management Expert** - You are experienced in managing major business transformation projects in dynamic organizations, adept at aligning stakeholders and managing uncertainty.

• Stakeholder Engagement & Problem-Solving

- **Multi-Stakeholder Management** - You have a proven ability to engage and leverage highly motivated teams and stakeholders, effectively communicating to gather requirements, identify risks, and manage expectations during project initiation.

• Mindset & Adaptability

- **First-Principles Problem Solver** - You are quick and effective at conceptualizing and problem-solving within complex systems, energized by challenges and persistently resourceful in finding solutions.

- **Strategic bias toward action** - You have a strong inclination towards execution and see this as both a strength and a weakness on projects. You are able to strategically add and remove friction with the project team to slow down in the short term to speed up quality delivery in the medium to long term.

- **Startup Mindset** - You are comfortable with change, passionate about creating clarity in ambiguous situations. Demonstrates a rapid learning curve, excels in dynamic environments, and tackles new challenges confidently.

It could be an even better fit if you have:

- PMP certification an asset
- Agile or Scrum Master certification (CSM, DASM, etc)
- Experience working in SaaS or a top management consulting firm
- Experience collaborating with Data Analysts and/or other technical folk on data-focused projects
- Previous hands on experience with the data tech stack and methodologies: SQL, DBT, Tableau, AWS Redshift, ETL pipeline tools

What you'll get:

- At Bench we share information freely and openly whenever possible. The salary range for this role is \$80,720 - \$100,900 per year, depending on experience.
- In addition, we offer an extended benefits package that includes paid vacation, paid flex days, stock options, and full health, dental, and vision.
- You'll get access to [Inkblot Therapy's](#) Employee and Family Assistance Program (EAP) that offers counseling and support, for you and family members, as well as professional development coaching, financial advice, legal advice and much more.
- You will have the support of your manager, and the opportunity to learn and develop with a team of unconventional & diverse Benchmates, who are all working together to achieve the same mission.
- We have a number of Affinity Groups - groups of people who have shared identities and experiences! The purpose of these groups is to support underrepresented Benchmates and amplify their voices.
- If you live in BC's Lower Mainland, you have the opportunity to work at home or in our downtown office location, depending on your preference! If you're interested in remote only, we currently focus our hiring efforts in the following provinces: British Columbia, Alberta, Ontario, New Brunswick, and Nova Scotia.
- We provide solutions to bring all teams together for collaboration and connection.
- Regardless of how many days you decide to visit the office, you'll have access to our Home Office Setup Fund to ensure that you have everything you need to work comfortably from home, from day one.
- You'll have the opportunity to work from somewhere other than your home province for up to 90 days per calendar year.

Everyone has their own unique talents. Even if you don't meet 100% of the qualifications outlined above, tell us why you'd be a great fit for this role in your application.

We believe that unchecked biases disproportionately impact the most marginalized people in society—including but not limited to BIPOC, LGBTQ2S+ people, immigrants, and people with disabilities. We strongly encourage applications from people with these identities or other marginalized communities because we believe that without you, we are all less. At Bench, we don't stand for tokenism. If you are selected for an interview and require support during the process, including disability accommodation, we'll give you the opportunity to tell us when we contact you.

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits
