

Technical Scrum Master



Phone :
Web :

Job Summary

Vacancy :
Deadline : Aug 06, 2024
Published : Jul 06, 2024
Employment Status : Full Time
Experience : Any
Salary :
Gender : Any
Career Level : Any
Qualification :

Job Description

About Us:

We exist to modernize the way that vendors and property managers work together. We do this by building industry-specific vendor management & procurement software that connects over 6,000 buildings & 40,000 vendors in a single marketplace. We improve efficiency & reduce cost for property managers while driving new business to vendors across the continent.

We're one of the fastest-growing Toronto startups, a certified "[great place to work](#)," and backed by world-leading SaaS & PropTech funds, including; Bessemer Venture Partners, the former CEO of Twitter, Real Estate leaders, Prudence VC & Navitas Capital.

Our team is passionate about growth, innovation, and collaboration - if you are passionate about making an impact and putting in the work to get there, you're likely a great fit for our team!

The Role:

We are seeking a highly organized and proactive Technical Scrum Master to drive the timely delivery of our Product and Operations Roadmap. This role requires a dynamic individual who can effectively collaborate with Product, Engineering, and Operations teams to ensure successful project execution from planning to go-to-market (GTM) phases.

Key Responsibilities:

Project and Workflow Management:

- Organize and prioritize tasks to ensure timely completion and alignment with team goals.
- Address additional requests from team members or leadership as needed.
- Organize and plan the production support issues, creating an effective communication bridge between different departments.

Project Oversight:

- Review project statuses and identify any issues or bottlenecks.
- Participate in team meetings and standups, contributing to discussions and decisions.
- Provide support by creating materials, coordinating conversations, and offering general assistance.
- Track Product Roadmap and apply risk mitigation plans to keep timelines on track.

Operational Support:

- Implement and support various operational projects.
- Coordinate and manage a variety of tasks to maintain efficiency and effectiveness.

Daily Responsibilities:

- Follow up and collaborate with various departments to ensure projects stay on track.
- Own the production support processes to triage and plan effectively the execution of support tickets.

Weekly Responsibilities:

- Conduct planning and reporting to ensure product, tech support, and operations remain on track.
- Allocate time for project planning and progress monitoring.
- Participate in stakeholder and management meetings to ensure alignment and address concerns.

Qualifications:

- Experience in project management, preferably in a technical or operational environment.
- Strong organizational skills and the ability to manage multiple priorities simultaneously.
- Excellent communication and interpersonal skills.
- Familiarity with Agile methodologies.
- Problem-solving skills to identify and address project issues promptly.

Additional Information:

- Flexibility is essential, as priorities may shift during critical periods.
- This role requires a proactive approach to managing projects and ensuring all tasks are completed efficiently.

What's In It For You

- Pivotal role at a high growth, venture backed company.
- Competitive compensation package.
- Comprehensive health benefits package including medical care, dental and vision care, life insurance, etc and a health spending account.
- Work from home opportunities, with the option to work from our vibrant downtown Toronto office.
- 3 weeks vacation + Paid sick/wellness days
- Real work/life balance
- Team events
- Collaborative tight-knit team
- Ongoing learning and development opportunities
- Employer top ups for maternity and parental leave

Compensation:

100k - 110K

We believe in problem-solving as a team. So why not meet your fellow problem solver?

[Dylan Sher, VP of Operations](#)

[Apurav Chauhan, VP of Engineering](#)

Interview Process

We want to be a surprising and exciting place, but we also want you to know what to expect on your journey, starting with the interview process:

- Interview Process Step 1: Google Meets exploratory call with HR. 30 min
- Interview Process Step 2: Interview with the Hiring Manager. 1hr
- Interview Process Step 3: Task.
- Interview Process Step 4: Panel Interview. 1hr

Please check out these short explainer videos to learn more about us!

[For property managers](#)

[For Vendors](#)

At VendorPM, we're committed to providing an inclusive, accessible environment where all employees and clients feel valued, respected and supported. We aim to build a workforce that reflects the diversity of our communities and to create an environment where every employee has the opportunity to reach their potential. [Learn more about what it's like to be an employee at VendorPM.](#)

*Remote applicants must reside in Canada and have valid Canadian work authorization.

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits
