

## **PROJECT MANAGER**

**Full time remote position**

### **Responsibilities:**

- Be the glue and driving force in a fast paced blockchain environment, ensuring efficient and successful coordination amongst key stakeholders, product and engineering teams
- Work with stakeholders or partners to determine and define project scope, detailed requirements and structured delivery plan across all workstreams
- Manage projects from ideation and concept through to shipping to production
- Coordinating launch plans including marketing and content to production deployment run sheets
- Management and facilitating the coordination of resources from blockchain quants, to UI/UX designers, to legal, to smart contract developers
- Identifying gaps in resourcing or specialist skills and hiring for them aligned to budgetary forecasts
- Provide project updates on a consistent basis to various stakeholders about strategy, adjustments, and progress.
- Utilize industry best practices, techniques, and standards throughout entire project execution
- Monitor progress and make adjustments as needed/deadlines and roadmaps.
- Measure project performance to identify areas for improvement

### **Experience & Skills Required:**

- Project management and related experience in a startup environment
- Autonomous worker in a face paced environment and can manage own workload across multiple streams of work
- Strong familiarity with project management software tools, methodologies, and best practices
- Experience seeing projects through the full life cycle
- Excellent analytical skills
- Strong interpersonal skills and extremely resourceful, with a willingness to learn
- Attitude and capability over experience
- Proven ability to complete projects according to outlined scope, budget, and timeline
- Experience working in blockchain ecosystem or as a blockchain enthusiast

### **Benefits**

- 100% remote & flexible hours
- Growing challenging environment
- Learning possibilities (conferences, meetups, courses, etc.)
- Additional equipment
- Paid days off