



Ваш надежный помощник

Project Manager

📍 Киев, 📅 13 октября 2023

Компания: [Achieve Test Prep](https://jobs.ua/company/id/1630571) (<https://jobs.ua/company/id/1630571>) ([Все вакансии](#))

Рубрики: [Руководство](#)

Пожелания к сотруднику

Образование: полное высшее
Опыт работы: от двух лет
График работы: удаленная работа

Описание вакансии

About Achieve Test Prep

Most working adults find it challenging to overcome the many obstacles associated with obtaining their college degree. We serve as advisors, teachers, tutors, and mentors, helping our customers, primarily healthcare workers, to be more successful at college and on the job. We utilize non-traditional methods, like testing out of college credits via the credit-by-exam process, similar to Advanced Placement (AP) tests, and provide wrap-around services that build confidence, motivation and discipline.

Why work for us?

Founded in 2008 in the US, Achieve is a 100% remote company that hires the best candidates from around the world. Become an integral part of a work culture that is diverse, flexible, collaborative, and compelling. We are a growing company that provides financial security with opportunities for professional growth as well as the ability to:

- Work entirely from the comfort of home
- Set your own work schedule
- Earn a competitive compensation commensurate with your location
- Know that your ideas and opinions are important and will be heard
- Help change lives through education

At Achieve, you are guaranteed to make a difference everyday—both in the work you complete and in the lives of our customers. Achieve is an equal opportunity employer that is committed to diversity in its workforce. We post our open positions on multiple job boards, in an effort to attract candidates who represent different backgrounds, experiences, identities, and perspectives.

We believe this well rounded approach positions Achieve to make employment-related decisions based exclusively on job-related qualifications, without disregarding applicants because of their race, color, national origin, religion, gender, age, marital status, disability, veteran status, citizenship status, sexual orientation, gender identity, pregnancy, genetic information, mental health or any other status protected by law.

About the role

We are looking for Project Managers who will lead various projects, initiatives, research, audits, and analytics across our departments to support consistent planning and operations.

Responsibilities

- Define the scope of projects to schedule regular & timely delivery of value.
- Define, manage, and lead well-defined project management processes.
- Developing comprehensive project documents, including project plans
- Regular status reporting to track project progress against goals, objectives, and timelines
- Working with other stakeholders across departments to gather needs and transform them into requirement documentation
- Effectively coordinate and collaborate with internal department stakeholders and staff to analyze and document best practices and operational procedures for training purposes
- Scheduling and conducting prioritization meetings with stakeholders
- Managing resource availability and allocating resources for projects
- Proactively identify opportunities to improve and/or streamline operations and processes
- Audit for accuracy/completeness of business-critical activities, as assigned
- Manage the implementation of process improvement projects by utilizing leadership skills and project management methodologies
- Collaborate with the company leadership team to assist with the execution of key initiatives
- Conduct research, analyze information, and summarize results/make recommendations on business-related topics as assigned

Desired Skills and Experience

- Must be able to write and speak fluently in English
- Bachelor's degree or higher
- 4+ years of experience in a variety of functional, operational, project management, and analytical roles.
- Knowledge and application of PM processes
- Function-specific or Project management certification is a plus
- Experience with Salesforce is a plus
- Experience with Agile frameworks is a plus
- Must be highly detail-oriented and a problem solver
- Must be highly adaptable and comfortable with a fast-paced environment
- Skilled in collecting and analyzing data and information, drawing logical conclusions, and summarizing in a clear, concise manner
- Ability to develop and maintain productive working relationships with organization management and staff
- Advanced proficiency with Google workplace apps -- particularly Google Docs and Google Sheets (or MS Office Suite expertise) and generally technologically savvy

Job Details

Type: Full-Time

Schedule: Flexible schedule with availability to overlap during the 9:00 AM - 5:00 PM EST business day.

Remote: 100% Online

Контактная информация

Контактное лицо: DianaAmoit

Сайт: <https://careers.achievetestprep.com/careers>