

PROJECT GUIDE (COORDINATOR, MANAGER, DIRECTOR)

Part-time fractional contracted position, may increase over time for the right candidate

WICKED SMART | SELF-DIRECTED | PROBLEM SOLVER

Job Summary:

We seek an experienced and detail-oriented Project Guide to oversee and successfully execute a wide range of projects internal and external to our organization. The Project Guide will be responsible for planning, coordinating, and executing projects while ensuring they are delivered on time, within budget, and to the highest quality standards. The ideal candidate will possess excellent leadership and communication skills, as well as a proven track record of managing complex projects across multiple teams.

Responsibilities:

1. Develop and execute comprehensive project plans, including scope, goals, deliverables, timelines, and budgets, while effectively communicating with stakeholders and team members.
2. Ensure client projects are accurately scoped to achieve client measurable objectives, delivered on time and profitably, using Atomic Revenue tools and platforms.
3. Serve as the main contact for day-to-day work & project assignments and scheduling.
4. Coordinate and lead project teams, assigning tasks, monitoring progress, and ensuring project objectives are met with customer satisfaction.
5. Conduct risk assessments, identify potential issues, and develop mitigation strategies to keep projects on track.
6. Track project performance, analyze data, and prepare project status reports for management and stakeholders.
7. Actively engage with stakeholders to gather requirements, provide project updates, and manage expectations.
8. Foster effective communication and collaboration among cross-functional teams, ensuring alignment and smooth project execution, anticipating issues and addressing proactively.
9. Monitor and manage project budgets, resources, and expenses, ensuring efficient allocation and utilization of resources.
10. Proactively identify opportunities for process improvement, implement best practices, and drive operational efficiency.
11. Manage change requests, scope changes, and project dependencies, ensuring appropriate documentation and communication to all relevant parties.
12. Conduct post-project evaluations and lessons learned sessions to identify areas for improvement and share insights with the team.

CORE VALUES

Atomic Revenue thrives on the collaboration of a virtual, self-managed, and highly flexible workforce. As such, new team members MUST align with our Core Values. Would your past clients, colleagues, and vendors agree that you exhibit these values in your professional work and behavior? If so, we want to meet and work with you.

WICKED SMART

Multi-talented individual with valuable skills who is situationally aware, pushes back when necessary, and knows their highest value while remaining curious and eager to learn.

SELF-DIRECTED

Energetic, ambitious, and committed team player who appreciates work flexibility to self-manage independent work as an accountable team member.

PROBLEM-SOLVER

Responsive and organized team player who blends creative and analytical thinking to ask questions, listen carefully, and collaborate effectively.

Submit your inquiry online: AtomicRevenue.com/Careers

Send additional information or follow-up: Recruiting@AtomicRevenue.com

Qualities for Success:

1. Bachelor's degree in a relevant field (e.g., Business Administration, Project Management) or equivalent work experience.
2. Proven experience as a Project Manager, successfully delivering projects on time, within budget, and meeting quality standards.
3. Strong knowledge of project management methodologies, tools, and techniques.
4. Excellent leadership and team management skills, with the ability to motivate and inspire cross-functional teams.
5. Exceptional organizational and time management skills, with the ability to prioritize tasks and manage multiple projects simultaneously.
6. Strong analytical and problem-solving abilities, with a focus on driving results and meeting project objectives.
7. Excellent communication skills, both verbal and written, with the ability to effectively interact with stakeholders at all levels.
8. Familiarity with the Entrepreneurial Operating System® (EOS®) is a plus.
9. Proficient in project management software and tools.
10. Flexibility and adaptability to new software platforms.
11. Professional certifications such as PMP (Project Management Professional) are a plus.
12. Experience in Revenue Operations and Enablement is a plus.

Requirements:

1. Possess ability to work in a virtual workplace.
2. Take Kolbe Assessment before any client assignments are activated.
3. Take additional assessment results such as Clifton Strengths Finders and/or Myers Briggs.
4. Regularly attend and participate in Outcome Success Meetings.
5. Learn, Follow and support continuous improvement of Atomic Revenue Core Processes – in particular:
 - 08 : Solution & Expectation Agreement
 - 09 : Activate Teams
 - 10 : Deliver Measurable Value

Opportunities for Additional Income:

- Billable Expertise in any area of Revenue Operations (Marketing, Sales, Customer, Creative/Ops, Pricing, KPIs, Digital Tools/Tech, Automation, etc.)
- Fractional Manager, Leader or Executive
- Lead Generation and Sales Commissions