

eCommerce Project Manager

Job Description

Description:

Eastmont Digital is looking for a proactive and detail-oriented eCommerce Project Manager with 2-5 years of relevant work experience who can grow into a management role in the near future. Our ideal candidate would possess all the necessary requirements listed below AND be a friendly, motivated professional who can be a positive influence on coworkers. At Eastmont Digital, we're constantly helping companies establish, refine and perfect their eCommerce strategy. Therefore, a Project Manager is very important to our overall success.

Location:

- Atlanta, GA (office at Atlanta Tech Village)
- Remote applicants accepted as well!

Responsibilities:

- Provide end-to-end project management
 - Examples include:
 - eCommerce site builds on Shopify or BigCommerce platform
 - Migrate client from current eCommerce platform to Shopify or BigCommerce
- Ensure projects are delivered to a high standard, on time, and within budget
- Build strong relationships with our clients and provide insight and strategy
- Participate in the planning of project requirements, strategy, analysis and delivery processes
- Plan, organize, and schedule activities to meet project objectives
- Carry out associated administrative activities (assigning To Dos, follow ups, etc)
- Monitor and motivate team members to meet deadlines and complete projects on time
- Prepare project profitability reports as required
- Work closely with Head of Operations to identify opportunities for improving efficiency and profitability

Requirements:

- Experience as a Project Manager and/or client facing role within an eCommerce setting
- Willingness to learn about how to deliver successful eCommerce projects
- Meticulous organization and time management skills
- Excellent communication and team management skills
- Hands on experience with a project management software (e.g. Asana, Clickup, Teamwork, etc)

Bonus Skills/Characteristics:

- Experience or proficiency actually BUILDING Shopify or BigCommerce stores would be GREAT

Additional Benefits:

- Healthcare (includes dental, vision and life)
- Flexible vacation days
- Work with a great team, filled with nice people
- Opportunities for promotions in fast-growing agency