

Birkenstock USA, LP PROJECT COORDINATOR, DIGITAL AMERICAS

At Birkenstock USA, LP, our business is a reflection of who we are. We have a passion for our products, an appreciation of their heritage and a genuine belief in their benefits. Our business is a reflection of what we represent - quality products that are comfortable, unique, timeless and respectful of the world around us. Our mission is to deliver happiness and satisfaction.

In order to provide quality products and services, we need quality people. We are looking for talented people who share our values of accountability, responsiveness, excellence, teamwork, respect, integrity and a positive attitude.

Job Title: Project Coordinator, Digital Americas

Position Location: NYC (SoHo)

Reports To: Senior Project Manager, Digital Americas

Salary: \$68k-\$75k (exempt)

Objectives

The Project Coordinator is responsible for coordinating, managing and supporting Digital initiatives and projects alongside the Senior Project Manager. This individual will develop project schedules, help run status meetings and coordinate with local and globally distributed technical and business teams to ensure on-time delivery of new code releases, improve the customer experience, raise customer satisfaction and drive the growth.

Responsibilities

- Work with Senior project manager to develop project plans, schedules and requirements documents for all Digital projects.
- Manage day-to-day execution and project management.
 - Ensure requirements and project deliverables dates/milestones are clearly communicated and understood.
 - Actively monitor and track project expectations.
 - Coordinate with internal teams and third-party vendors.
 - Proactively identify solutions to identify and address them in advance.
 - Resolve conflicts, remove obstacles that occur, mitigate potential risks.
 - Escalate issues accordingly via the appropriate channels.
- Collaborate with stakeholders across various departments to collect, define and document business requirements including user stories, functional designs and iteration planning.
 - Ensure solutions presented by cross-functional teams meet project objectives and inform a global solution.
- Manage documentation for all projects. Ensure documentation repository, Confluence, is up-to-date and pertinent information is distributed to the appropriate parties.
- Recap and create debriefs for every completed project.
 - Facilitate discussions on lessons learned and new knowledge gained.
 - Document properly and share.
- Assist with scrum team management and coordination of development work with product team.
 - Ensure all project-related development work is well explained and timelines are met.

Interfaces/Relationships

- Strong relationship building and communication.
- Close alignment with internal project and product team
- Coordination with external development agency
- Collaboration with Global Digital team.

Competencies

- Strong documentation, planning, organizing and analytical skills
- Demonstrated orientation around high-quality standards
- Analytical and critical thinking, problem solving, and decision making
- Team-player; ability to work with all digital team members in a proactive manner and drive results
- Adapts easily to changing situations and demonstrates flexibility in juggling priorities
 - Ability to react fast to meet adjusted priorities
- Excellent verbal and written communications
- Ability to navigate competing requests from multiple stakeholders
- Excellent presentation and communication skills
- Comfortable working with globally distributed and diverse teams located in multiple time zones

Qualifications

- Education
 - Bachelor's degree
- Work experience
 - Min. 1 years of e-commerce project management
 - Experience producing project estimates, developing project timelines, and tracking financial progress
 - Proven experience working in an Agile / SCRUM software development environment
 - Proficiency with Microsoft Office
 - Experience using JIRA, Confluence, and Google Analytics
 - An understanding of the web design and development process
 - Understanding of system integration work (e.g. 3PL, ERP, POS, CRM, ESP, extensions)
 - Understanding of digital marketing strategies and technologies

Working Conditions

- Involvement with local and global teams
- Ability to travel as needed

If interested, please send cover letter and resume to mhoessl@birkenstockusa.com. Subject line should list "Project Coordinator, Digital Americas".

BIRKENSTOCK USA, LP IS AN EQUAL OPPORTUNITY EMPLOYER.