

Tech Project Coordinator AT



Role

At Brand Guarde, we pride ourselves on continuous evolution. The driving force behind constant business growth is the presence of skilled and dedicated project managers. We're searching for a highly skilled project coordinator to contribute to Brand Guarde's growth and help us maintain our position as an innovative and emerging leader in E-Commerce Brand Protection.

You Will

1. Meet with Project Manager and Owner to identify and define project requirements, scopes, and objectives that align with organizational goals
2. Coordinate internal and external resources, ensuring projects remain within scope, schedule, and defined budgets
3. Analyze project progress and, when necessary, adapt scope, timelines, and to achieve maximum benefit
4. Assign roles and tasks to dedicated team members, based on individual strengths and abilities
5. Ensure all parts of an assigned project are processed, organized, and progressing according to predetermined timelines and deliverable dates
6. Assign project tasks to relevant parties and check in for status updates
7. Pay great attention to details, work efficiently by taking initiative, and have a proactive and disciplined approach in their work.
8. Engage in meetings with the Brand Guarde Dev Team.
9. Uphold to the Brand Guarde Core.

We are looking for

1. A good level of English proficiency
2. An organized individual with a systematic approach in their work ethic
3. Experience working in a collaborative team environment to deliver high-quality design solutions
4. Strong attention to detail
5. Excellent communication, presentation, and interpersonal skills
6. Ability to extract complex concepts and quickly turn around tasks delegations for greater efficiency and team output.
7. Basic Knowledge in Scrum methodology, PMI methodology, and Full-Stack web development processes
8. Ability to track project progress over time and course correct when necessary

Preferred Additional Qualifications

9. Knowledge of Ruby, Javascript, Linux, AWS

We are Brand Guarde

Brand Guarde is a growing, energetic brand protection solution company that specializes in unauthorized seller removal from Amazon.com and other marketplaces. Led by an experienced management team, and serving impressive clients, Brand Guarde is seeking up and coming professionals with entrepreneurial spirits who thrive on new challenges. Our employees have the unique opportunity to help solve challenges for our clients and define Brand Guarde's growth and direction. We are a committed, fun and diverse team who deeply care for one another and spur one another on to excel in our goals.

Brand Guarde Core Values

1. We keep our promises.
2. We achieve our goals and deliver high results.
3. We are creative problem solvers and are always learning.
4. We put others before ourselves.
5. We are willing to be held accountable.
6. We foster a collaborative community.
7. We take joy in our team and what we do.

We offer

- A lively, energetic, and dynamic remote work community. You will feel inspired, challenged, and invested in.
- Plenty of learning opportunities, working alongside our Full Stack Development team.
- A set learning stipend
- A set Health stipend

Location

Remote Full-time (40 hours/week)

Summary

As a Tech Project Coordinator, you will collaborate with and assist the Head of Technology (product manager) and Product owner to deliver a well organized system of tasks, deadlines, and delegations to team members. At Brand Guarde, you will have fun, learn, create, solve, collaborate, and deliver inspired excellent work.

Apply

To apply, please send a cover letter and your CV to lauren.kovacs@brandguarde.com