

JOB DESCRIPTION

JOB TITLE: Operations Project Manager

JOB SUMMARY:

The Operations Project Manager provides oversight to all Operations projects and is always looking for efficiency and efficacy improvements and adjustments throughout the company. Ultimately charged with ensuring organizational alignment and progress, this position includes planning, organizing staff and stakeholders, project control, and implementation. The Operations Project Manager leads projects as needed across Mountain Leverage (US and Europe).

WORKING CONDITIONS:

Location:

1. Home-based office that allows for a professional environment for inbound and outbound communications.
2. ~5% travel

Other:

1. Extending coverage outside of normal work hours may be required

Internet Service Requirements:

- *Internet access provided by a cable or fiber provider*
- *DSL, satellite, and wireless broadband are NOT permitted*
 - *Exceptions may be made if latency and packet loss are below an acceptable minimum.*
- *Minimum upload speed of 5 Mbps*
- *Minimum download speed of 10 Mbps*

Before any technical or educational requirements are considered, all Mountain Leverage employees must possess traits of honesty, integrity, and honor. They must be flexible, adaptable, and open to change. They must also be critical thinkers, problem-solvers, and team players. And last but not least, they must have a great sense of humor and a desire to have FUN at work!

MINIMUM REQUIRED QUALIFICATIONS:

- Education:
 - Bachelor's degree
- Proven experience in managing complex projects up to completion is required
- Experience working in a fast-paced environment coordinating multiple initiatives across an organization with multiple cross-functional stakeholders
- Capable of working within and coordinating a distributed workforce/team

PRINCIPAL DUTIES & RESPONSIBILITIES (Essential Functions):

- Triage Initiatives
 - Manage the company-wide Observation Portal (OP)
 - Triage ideas for initiatives from the OP, meetings, and general conversations
 - Connect company stakeholders to appropriate initiatives/projects
 - Oversee progression of initiatives/projects
 - Discretionarily appoint priority to initiatives that align with company strategy/objectives
- Plan the project
 - Define the scope of the project in collaboration with stakeholders
 - Create a detailed work plan which identifies and sequences the activities needed to successfully complete the project
 - Determine the resources (time, money, equipment, etc.) required to complete the project and project estimated budget
 - Develop a schedule for project completion that effectively allocates the resources to the activities
 - Review the project schedule with stakeholders and all other staff that will be affected by the project activities; revise the schedule as required
 - Determine the objectives and measures upon which the project will be evaluated at its completion
- Organizing the staff and stakeholder selection
 - Recruit all necessary staff and stakeholders with appropriate skills necessary to carry out all project activities, pulling advice from Foundation & Direction team members as needed
 - Facilitates project meetings, takes notes, and summarizes deliverables/action items to ensure stakeholders are organized and remain on task for the duration of the project
 - Ensure that all project personnel receive an appropriate orientation to the project
 - Seek out additional training and methods to improve yourself, the team, and the processes
 - In some instances, you will be an active participant in a project and responsible for performing some or all of the work required for the initiative
- Implement the project
 - Execute the project according to the project plan
 - Develop forms and records to document project activities
 - Set up systems to ensure that all project information is appropriately documented and secured
 - Monitor the progress of the project and make adjustments as necessary to ensure the successful completion of the project
 - Establish a communication schedule to update stakeholders on the progress of the project, prepare progress reports
 - Review the quality of the work completed with the project team on a regular basis to ensure that it meets the project standards

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- Evaluate the project
 - Ensure that the project deliverables are on time, within budget, and at the required level of quality
 - Evaluate the outcomes of the project as established during the planning phase
- Manage OKRA Model
 - Has basic understanding of the OKR model
 - Manages OKRA cycle including communicating company-wide objectives, setting due dates, helps set functional and individual OKRAs that are aligned with company objectives
 - Builds and maintains OKRA framework to gauge progress and success
- Other duties as identified

KNOWLEDGE, SKILLS & ABILITIES:

- Required
 - Self starter and inquisitive problem solver. Able to identify work that needs done and jump in to figure it out, asking for assistance as needed
 - Communicate Effectively: Speak, listen, and write clearly, thoroughly and timely using appropriate and effective communication tools and techniques
 - Foster Teamwork: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions
 - Championship: Positively influence others to achieve results that are in the best interest of Mountain Leverage
 - Facilitate Decisions: Provide stakeholders with all the necessary information to facilitate and expedite decisions
 - Organize: Set priorities, develop a work schedule, monitor progress toward goals, and track details, data, information, and activities
 - Plan: Determine strategies to move the projects forward, set goals, create and implement action plans, and evaluate the process and results
 - Able to maintain a professional relationship and positive attitude with co-workers
 - A strong desire to learn and be receptive to learning different ways of doing things
 - Enthusiasm toward the work and the mission of Mountain Leverage
- Desired
 - Have the management and leadership skills to unite those with various perspectives to make new or improved procedures dependent on a mutual vision
 - Effective, sharp interpersonal communication
 - Experience with process mapping and re-engineering
 - Extremely organized
 - Strong time-management skills

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Mountain Leverage Culture



Please consider the below core concepts for Mountain Leverage before considering employment.

Founder Mindset

Values	Declarations
<ul style="list-style-type: none"> ★ Passion ★ Impact ★ Judgment ★ Innovation ★ Problem-solving ★ Continuous improvement ★ Fearlessness 	<ul style="list-style-type: none"> ★ We are waging war on the status quo by solving problems in a new way or even creating a new industry entirely. ★ We have a deep understanding and connection to what our company stands for. ★ We are obsessed with the details of our business and focus on the customer connection. ★ We insist that we all think like owners.

Artisan Perspective

Values	Declarations
<ul style="list-style-type: none"> ★ Integrity ★ Impact ★ Excellence ★ Creativity ★ Passion ★ Critical thinking ★ Detail oriented ★ Abstract thinking ★ Possibility 	<ul style="list-style-type: none"> ★ We are intentional about our craft, beginning with the outcome in mind. ★ We take special care to select the best-fit material and/or product for any project. ★ We are attentive and learn through humility, not to be limited by past successes or failures. ★ We realize great value in perfecting the processes of creation and optimization.

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Industrial Ingenuity

Values	Declarations
<ul style="list-style-type: none"> ★ Grit ★ Consistency ★ Ingenuity ★ Diligence ★ Persistence ★ Independence ★ Tenacious 	<ul style="list-style-type: none"> ★ To ensure successful outcomes, we recognize the value of consistent, industry-leading execution ★ We willingly sacrifice our comfort in exchange for the value of hard work. ★ We roll up our sleeves and employ ingenuity, toughness, and technology to overwhelm any challenges in front of us. ★ We do what it takes to get the job done, within the boundaries of our ethics.

Warrior Spirit

Values	Declarations
<ul style="list-style-type: none"> ★ Honor ★ Dedication ★ Effective communication ★ Resilience ★ Collaboration ★ Preparedness ★ Purpose 	<ul style="list-style-type: none"> ★ We will communicate consistently and effectively, never leaving stakeholders uninformed. ★ We courageously stand by our team, which includes employees, customers, partners, vendors, and other stakeholders. ★ We will always endeavor to uphold the prestige, honor, and high esprit de corps of Mountain Leverage. ★ We prepare and train as we plan to battle, with the highest of honor, excellence, and dignity. ★ We acknowledge and appreciate customer trust; we will never break that trust. ★ We never accept defeat.

Farmer Virtue

Values	Declarations
<ul style="list-style-type: none"> ★ Credibility ★ Natural Law ★ Empathetic ★ Ecological ★ Fairness ★ Accountability ★ Stewardship ★ Resourceful ★ Nurturing 	<ul style="list-style-type: none"> ★ We do not cut corners in our quest for greatness. ★ We understand that all actions have an impact elsewhere in the world, both locally and globally ★ We have an innate responsibility to be excellent corporate citizens. ★ We treat all people with respect, kindness, and empathy. ★ We think positively and plan accordingly for the harvest ahead, while also tending to the work of today.