



Position Description

Position Title:	Sr. Web Project Manager
Reports To:	Director, Digital Platforms
Department:	4250 - Digital Platform
FLSA:(Exempt/Non-Exempt)	
Band/Level:	

Position Summary

Organize, prioritize, and communicate new website bugs, improvements, and capabilities while clearly translating requirements to both internal and external development resources.

Duties and Responsibilities

- Design and implement processes and procedures for eCommerce and Development teams in an Agile (Scrum) product delivery structure
- Work with stakeholders to ensure project requirements are clearly captured and delivered to the Development team
- Field questions from developers and work with business owners to drive solutions
- Proactively work with eCommerce and Development teams to ensure project timelines are met
- Track and report on progress towards completing web development projects and providing updates to stakeholders including associate and executives
- Perform other duties as assigned

Education and Experience

- Bachelor's Degree from an accredited four-year college or university in related profession/field
- Requires 7+ years of experience

Preferred Qualifications

- Strong interpersonal skills and comfort communicating with a variety of personalities – from developers to executives.
- Experience working in an eCommerce or software development environment using Agile methodology.
- Acute attention to detail with the ability to multi-task in a fast-paced environment.
- Proactive approach to problem solving, testing, and critical thinking.
- Exceptional organizational, project, and time management skills.
- Excellent verbal and written communication skills.
- Advanced knowledge of Microsoft Office (Excel, PowerPoint, Word)
- Extensive experience using JIRA and Confluence
- Project management certification preferred (PMI, PMP, Scrum Master, etc.)



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Position Description Approvals	
Dept. Senior Executive:	
Date Approved:	
HR Representative:	
Date Approved:	