

Careers

< Welcome page

Returning Candidate? Log back in!

Retail Operations Project Coordinator

ID 2017-1502 # of Openings 1  US-VT-Burlington

Overview



MyWebGrocer offers the only complete Digital Experience Platform for grocers and Consumer Packaged Goods brands. The platform powers every interaction to engage, transact and retain grocery shoppers through digital offerings ranging from planning and shopping platforms to mobile and social tools. The company also offers opportunities for consumer packaged goods brands looking to reach consumers with relevant advertising, promotions and offers throughout their grocery path to purchase. Founded in 1999, MyWebGrocer manages digital solutions for more than 130 retailers across the globe, representing more than 10,000 stores, and 500+ major consumer packaged goods brands.

MyWebGrocer (MWG) seeks a Project Coordinator within the Retail Operations Services team successfully coordinate delivery of initiatives of varying size and complexity within the retail services team. The position is accountable for the initial analysis and logistical planning of projects through the scheduled software release. The ideal candidate strives for excellence; embraces change and can excel amongst an energetic and highly communicative team. A great opportunity for an entry level professional who is interested in growing their career in Project Management!

Responsibilities

- Manage eCommerce and Digital projects through the project lifecycle, from initial planning to completion of deliverables
- Develop and maintain the project schedule for assigned projects
- Facilitate and participate in discussions and reviews with Consumer Packaged Goods (CPG) contacts, CPG sales teams, retail clients, and operations teams
- Improve and steward product and store maintenance processes
- Project planning, estimating and resource management
- Provide regular verbal and written status reports
- Develop an intimate understand of MWG products and services
- Coordinate the deliverables and project specific activities performed by cross-

- Report status of project(s) on a weekly basis
- Track project deliverables using appropriate tools

Qualifications

- BA/BS degree
- Solid MS Project experience a plus
- Experience managing all phases of a project and software development lifecycles
- Demonstrated experience in leading cross-functional teams/matrix
- Excellent verbal and written communication skills
- Ability to effectively communicate within all levels of the organization and with customers
- Must be well organized, detail oriented, analytical and possess strong problem solving skills
- 2+ years managing projects involving software development or implementations (eCommerce related projects are a plus)

Options

Apply for this job online

Refer this job to a friend

Share on your newsfeed

Get in touch now



For Grocers

Overview
Solutions

For CPGs

Overview
Solutions

The MILL

About

About MWG
Leadership
Careers

[Terms of Use](#) [Privacy Policy](#) [Client Login](#)

Copyright © 2016 MyWebGrocer. All Rights Reserved.

NECON