



Point Seven Group

Project Management Job Description			
Department	Project Management	Reports To	VP of Consulting
Location	2600 West 29th Avenue, Suite A Denver, CO 80211	FLSA Status	Subcontract
Compensation	B.O.E.	Start Date	IMMEDIATE

Point Seven Group

Point Seven Group (Point7) is a global management consulting firm dedicated to the commercial cannabis industry. Our world-class team represents more than 37 years of industry experience spanning dispensary design and operations, cultivation and manufacturing and has supported more than 100 clients across 56 regulated markets worldwide.

We've developed a seven-phase service offering incorporating specific, compliant and proven best practices. We create a custom strategy and roadmap for each client, delivered with high-touch service to ensure that our clients hit every milestone, in every market, every time.

Summary:

The Project Manager (PM) is responsible for the direction, coordination, implementation, execution, control and completion of various projects, while remaining aligned with the strategy, commitments and goals of Point Seven Group and our clients. In this role we are looking for a PM that can develop and implement processes at a high level, while simultaneously ensuring the highest level of accuracy and efficiency at the granular level. The ideal candidate will be highly adaptable for this fast paced and constantly changing environment, with a strong entrepreneurial spirit to roll up their sleeves, take initiative on projects and see them through to completion. On time. Every time.

Essential Duties and Responsibilities:

- Coordinate internal resources and third parties/vendors for the flawless execution of dedicated projects
- Ensure that dedicated projects are delivered on-time, within scope and within budget

- Assist in the definition of project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility
- Ensure resource availability and allocation for specific projects
- Develop a detailed project plan to monitor and track progress
- Manage changes to the project scope, project schedule and project costs using appropriate verification techniques
- Report and escalate to management as needed
- Manage the relationship with the client and all stakeholders to effectively communicate milestones and roadblocks
- Perform risk management to foresee any issues related to the project timeline and communicate with stakeholders
- Establish and maintain relationships with third parties/vendors involved in the project
- Create and maintain comprehensive project documentation
- Meet with clients to take detailed ordering briefs and clarify specific requirements of each project
- Delegate project tasks based on junior staff members' individual strengths, skill sets and experience levels
- Track project performance, specifically to analyze the successful completion of short and long-term goals
- Develop comprehensive project plans to be shared with clients as well as other staff members

Supervisory Responsibilities:

- No direct reports.

Knowledge, Skills and Abilities Required:

- Project management qualification (PMP) or equivalent
- Theoretical and practical project management knowledge
- Knowledge of techniques and tools
- Experience as a project manager
- Experience in strategic planning, risk management and/or change management
- Proficiency in project management software tools
- Contract negotiation

Physical Requirements:

- Standing and moving for 2-3 hours at a time
- Long periods of prolonged sitting and standing

Work Environment:

- Similar to a busy office or warehouse/job site
- Varied hours and/or days, including nights, days, holidays or weekends
- Constant co worker and contractor interaction

Disclaimer:

This job description is not meant to be all-inclusive of every duty and responsibility that will be required of an intern in this position. Intern(s) will be held responsible for all duties as assigned.

Employee Signature

Date