



Point Seven Group

Senior Project Manager Job Description			
Position	Senior Project Manager	Reports To	Director of Operations
Location	Due to COVID-19 this role is currently a remote position. When safe to resume operations, this role will be based from our Headquarters in Denver, CO.	FLSA Status	FULL TIME EXEMPT EMPLOYEE
Compensation	Based on Experience	Start Date	IMMEDIATE

Point Seven Group:

Point Seven Group (Point7) is a tenured, global management consulting firm dedicated to the commercial cannabis industry. Our world-class team of experts, who have direct hands-on experience in the regulated cannabis industry, is known for agility, speed, and exceptional service. Our success is measured by that of our clients, whether that's by winning licenses, creating global brands, or expanding operations into new markets.

We provide a holistic service offering that addresses our clients' business needs from pre-application strategy to licensing, facility and operational setup, compliance, expansion, and exit. We create a custom roadmap for each client, delivered with high-touch service to ensure our clients hit every milestone in every market, every time.

Summary:

The national cannabis industry is continuously evolving and growing as states pass new regulations legalizing cannabis. Point7 is positioned to rapidly change with the environment to best serve its clients and is looking for a Senior Project Manager to help Point7 achieve this goal. The Senior Project Manager will help our team define, plan, document, schedule, prioritize, manage, and execute a variety of projects related to our clients' needs within the cannabis industry. Projects include overseeing the design and development of client operations, marketing strategies, branding, and package design.

The Senior Project Manager reports to the Director of Operations and is a key member of the Operations team. The Senior Project Manager is responsible for working closely with team members to advance the daily operations of Point7 by having strong attention to

detail, working knowledge of a project life cycle, and the ability to advance the development and evolution of a project.

Essential Duties and Responsibilities:

- Manage end-to-end project planning, risk identification, dependency tracking, issue escalation and change management for new or existing projects.
- Lead cross-functional teams encompassing team members from sales, operations, compliance, design, marketing, and consulting.
- Assist in the definition of project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility.
- Predict resources needed to reach objectives and manage resources in an effective and efficient manner.
- Coordinate and lead internal resources and third parties/vendors for the flawless execution of dedicated projects.
- Develop a detailed project plan to monitor, track progress, perform risk management to foresee any issues related to the project timeline and communicate with stakeholders.
- Delegate project tasks based on staff members' individual strengths, skill sets and experience levels.
- Provide routine status updates and coordinate information to the leadership team.
- Manage changes to the project scope, project schedule, and project costs using appropriate verification techniques.
- Manage contracts with clients other vendors and suppliers by assigning tasks and communicating expected deliverables
- Manage the relationship with the client and all stakeholders to effectively communicate milestones and roadblocks.
- Establish and maintain relationships with third parties/vendors involved in the project.
- Ensure that dedicated projects are delivered on-time, within scope and within budget.
- Develop, review, and edit licensing application content and align with state specific application and state rules and regulations.
- Report and escalate to management as needed.

Supervisory Responsibilities:

- No direct reports.

Knowledge, Skills and Abilities Required:

- Ability to complete projects on time within the stated budget
- Excellent communication, organization, time management, and leadership skills

Preferred Qualifications

- Bachelor's degree in business related discipline required (Master's degree preferred)
- 10 + years of experience in project management
- 6+ years of supervisory experience
- HubSpot Experience
- Monday.com Experience

Physical Requirements:

- Standing and moving for 2-3 hours at a time
- Long periods of prolonged sitting and standing
- Long periods of prolonged use of office equipment including computers and phones
- Requires normal range of hearing and manual dexterity sufficient to operate a computer
- May require lifting up to 25 pounds occasionally

Work Environment:

- Similar to a busy office
- Constant interaction with internal and external stakeholders

Disclaimer:

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

INTERESTED IN APPLYING?

Email careers@pointsevengroup.com or visit our website:
www.pointsevengroup.com/careers