Project Manager & Scrum Master, Coinme
Reports to the VP of Product

Opportunity: This is a great opportunity to be part of the next exciting chapter of Coinme (which recently closed a significant VC round) in which you’ll be on the launchpad of a rocket ship of growth. Coinme has many exciting new product features and partnerships that require an excellent Project Manager and Scrum Master. Are you ready for launch? Read more below!

Commitment Level: 40 hours per week

At Coinme, our goal is to improve the financial lives for everyone by providing easy and ubiquitous access to consumer financial services built on blockchain technology. We believe that decentralization in finance through digital assets can transform the world by giving the power (and earnings) back to individuals. In order to accomplish this, Coinme is building out the world’s largest physical cash onramp to cryptocurrencies, a mobile-first digital bank-like experience as well as provide Decentralized Finance (DeFi) services on a digital wallet. We envision a world where people will store, trade, and pay with their money on Coinme.

Overview:

We are seeking a rockstar Project Manager / Scrum Master who will be working closely with our cross-functional teams to drive, plan, prioritize, communicate and manage expectations around the project lifecycle. This role will also act as the Scrum Master for our multiple agile development teams. Note- this is not a “report the news” kind of role. Rather, this individual will need to be hands-on and “making the news” and directly influencing the success of projects and agile development teams.

What You’ll Do:

• Work with cross-functional stakeholders to develop project and communication plans.

• Proactively plan, prioritize and coordinate project activities to ensure timely deliveries with very little oversight needed.
Perform resource allocation, workload assignment and schedule management activities to meet project milestones.

Communicate project status on timely manner or on need basis to stakeholders

Identify project risks and dependencies and develop appropriate mitigation and contingency plans.

Manage escalation effectively with external and internal communications

Oversee daily operations of project teams and provide direction whenever needed, including acting as the Scrum Master for multiple Agile teams. Running daily stand-ups, organizing sprints, working very closely with the PM, Design, Development and QA teams to ensure consistently successful sprint cycles that achieve desired team and organizational goals.

Address queries from customers and management in a timely manner.

Generate project status reports on a regular basis to management.

Ensure that project deliverables meet quality standards and customer expectations.

Identify areas of improvements and concerns and develop action plans.

Oversee all activities from project requirements phase to deployment phase and also provide post-deployment support to clients when required.

Maintain project documentations and generate project reports to management as needed.

**Must Haves:**

- 5+ years of proven working experience in technical project management role
- 3+ years of proven working experience as a Scrum Master on high functioning Agile teams
- 3+ years of experience in managing software projects preferably in consumer-facing, sizable finance-related services
- 3+ years of experience working directly with customers & partners on the project communications.
• Prior experience of working in Agile Development Environment and exposure to basic scaled Agile practices

• Must have the Software Product background and understanding of Software lifecycle such as requirement, implementation, testing, and acceptance

• Experience in fintech is a plus

• Experience in managing diverse and multiple teams with complete ownership and responsibility of the team is a must

• Experience in status reporting to various levels of executives/senior leadership

• Excellent customer-facing and internal communication skills

• Excellent written and verbal communication skills

• Solid organizational skills including attention to detail and multitasking skills

**Education:**

• Bachelor’s Degree
• Scrum Master Certification
• PMP Certification is a plus

**Hours & Location:**

M-F, 40 hours/week. This role will be remote while Covid restrictions are in place.

**Compensation & Benefits**

• Competitive salary
• Company sponsored comprehensive health benefits package including health, dental, vision, life, and more. (Some plans are 100% company paid)
• Option to participate in company-matched 401(k) plan
• Paid holidays
**Location**
This opportunity is for a full-time position located at our headquarters in the Columbia Tower in Seattle, WA. Working remotely part of the time is an option for the right individual. *This role will be remote while Covid restrictions are in place.*

**Travel**
This position does not require travel at this time.

*Coinme is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status.*