

Position: Technical Project Manager

Full Time, 100%, 40 Hours a week

Annual Salary Range: \$45,000-\$55,000 USD

Start date: June 2020

JOB SUMMARY

The Technical Project Manager will work with the Data Management Team to support the organization in proposing and managing cross-organizational technology and data projects/programs from scoping, initiation to delivery of outcome to meet the company's strategic directive. The ideal candidate will be proactive and detail-oriented, with project management and planning skills and experience. This person must be able to work independently and be proactive in improving current processes.

JOB SCOPE

- Collect, manage, interpret and document technical requirements from internal and external stakeholders.
- Manage technical projects(s) of varying complexities from initiation through implementation and delivery of desired outcomes, including planning, analysis, design, development (by solution providers), cost, testing and implementation.
- Manage the resolution of procedural, operational and other project-related risks and issues.
- Manage technical program(s) of varying complexities, including reporting, incident management, change requests, risk management, and continuous improvement.
- Consult with business platforms to manage risks, resolve issues, develop strategies, and maximize efficiencies with IT solutions.
- Prepares and presents progress reports for monitoring and evaluation.
- Develop and implement program communication for internal and external stakeholders.
- Assist in expanding and evolving technical strategy to support organizational vision, mission and strategic direction.

JOB REQUIREMENT

- Strong technical project and program management experience (at least 4-6 years) around traceability systems, data warehousing, analytics that involves both user, XML and API interface.
- Bachelor's Degree or equivalent from a reputable university in Information Technology or Computer Science; project management certification a plus.

- High proficiency in project management and Microsoft Office tools (advance skills required in Excel); quick learner with new programs and platforms.
- Background understanding of programming languages for software development process.
- Excellent command of spoken and written English.
- Assiduous attention to detail; strong organizational, problem solving and analytical skills; and enthusiasm for improving team performance.
- Textile sustainability and/or sustainability voluntary standard experience a plus.
- Show high level of initiative and ability to work independently and as part of a team.
- Flexible working hours is a must due to difference in international time zones.

To apply: Please submit by email both a resume/CV and cover letter to RecruitmentOffice@TextileExchange.org with the subject “Technical Project Manager”. Applications will be considered on a rolling basis as they are submitted. Early application submission is strongly encouraged. We regret that we will only be able to contact short-listed candidates.

About Textile Exchange: Textile Exchange is a global non-profit that creates leaders in the sustainable fiber and materials industry. The organization manages and promotes a suite of six leading industry standards, as well as, collects and publishes critical industry data and insights that enable brands and retailers to measure, manage and track their use of preferred fiber and materials. With more than 400 members representing leading brands, retailers and suppliers, Textile Exchange has, for years, been positively impacting climate through accelerating the use of preferred fibers across the global textile industry and is now making it an imperative goal through its 2030 Strategy: Climate+. Under the Climate+ strategic direction, Textile Exchange will be the driving force for urgent climate action with a goal of 35-45% reduced CO2 emissions from textile fiber and material production by 2030. Textile Exchange currently has six standards certified by over 20 certification bodies with over 10,000 certified sites all around the world.

To learn more about Textile Exchange, visit: TextileExchange.org