



Point Seven Group

Senior Project Manager		Job Description	
Position	Senior Project Manager	Reports To	VP of Compliance & Government Relations
Location	Due to COVID-19 this role is currently planned to be 100% remote. When safe to resume operations, this role will be based in Denver, CO.	FLSA Status	FULL TIME EXEMPT EMPLOYEE
Compensation	\$55,000 - 80,000 (Based on Experience)	Start Date	Immediate - April 2021 (Start Dates are Flexible)

Point Seven Group:

Point Seven Group (Point7) is a tenured, global management consulting firm dedicated to serving 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, either 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. Projects include overseeing the design and development of licensing applications, business plans and investment decks, 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. The Senior Project Manager will oversee a team of 3 to 4 consultants working cohesively on as many as a dozen professional services engagements at a time.

As the point person and the primary project driver, the Senior Project Manager will collaborate directly with all internal departments to ensure the delivery of comprehensive solutions that drive customer happiness. The Senior Project Manager will be expected to maximize efficiency by developing unique planning and messaging strategies to ensure projects are finished on time. This is a unique opportunity to attack fresh challenges while managing several customer engagements spanning across a variety of businesses in the cannabis industry. Given the circumstances of COVID-19, the Senior Project Manager should be prepared to work remotely and/or within Point7's Denver office should the office reopen. Point7 does not sponsor employment visas. Point 7 is an Equal Opportunity Employer.

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 project management encompassing team members from sales, operations, compliance, design, marketing and consulting.
- Lead and assist in the development of project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility.
- Predict resources needed to reach project objectives and manage resources in an effective and efficient manner.
- Coordinate and lead internal resources and third-party contractors, or vendors and Point7 subcontractors for the flawless execution of dedicated projects.
- Develop detailed project plans to monitor, track progress, and perform risk management to foresee any issues related to the project timeline, and communicate with stakeholders.
- Delegate and monitor 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 and maintain relationships with contractors, third parties, and vendors involved in the project, assigning tasks and communicating expected deliverables to those involved in the project, including client responsibilities.
- Manage the relationship with the client and all stakeholders to effectively communicate milestones and roadblocks.
- Ensure 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.

Professional, Interpersonal & Organizational Skills and Abilities

- Self-starter and self-motivated, adept at multitasking and able to pivot with changing priorities.
- Versatile business mind with the ability to develop and implement creative solutions in dynamic environments while working autonomously.
- Strong, professional communication skills, both verbal and written, for internal, third-party, partner and client interactions.
- Strong organizational skills, managing multiple projects with moving parts.
- Ability to interact with clients, partners, and other business-facing engagements in a professional and intelligent manner.
- Ability to, and interest in, representing Point7 at industry conferences and on industry association phone calls.
- Ability to develop and design professional presentations for internal use, and for external clients and partners.
- Strong reporting skills, including the ability to clearly and regularly communicate with project managers on progress, project gaps, and estimated timelines.
 - Ability to maintain a log of progress that is accessible at all times, without the need for 1:1 meetings.
 - Ability to quickly adjust to evolving strategies impacted by these reports.
- Ability to maintain confidentiality when dealing with client and/or personal team matters.
- Confidence communicating problems or concerns using the correct channels.

Supervisory Responsibilities

- Experience organizing and directing multiple teams and departments.
- Experience leading strategic planning, risk management and/or change management.
- Ability to motivate teams of employees to reach a common goal over short and long project timelines.

Technical Skills, Knowledge and Abilities (Required)

- B.S. in Business, Operations and/or a PMP certification.

- 2 years of professional, client-facing project management experience required, with references available upon request.
- Proficient in Google programs, such as Google Calendar, Gmail and Google Drive.
- Ability to learn and consistently utilize Point7's internal systems and software, including but not limited to MS Office; Google Suite; Gusto; Monday.com; DocuSign; Xero; Slack; HubSpot; Zoom; Trainual; and Box.

Technical Skills, Knowledge and Abilities (Preferred)

- 2 years' experience working in the regulated cannabis industry strongly preferred.
- Previous experience serving in a professional, managerial role and ability to delegate assignments effectively.

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:

- Moderate noise level, similar to a typical busy office.
- Constant interaction with internal and external stakeholders.

Disclaimer:

The above statements are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Nothing in this job description restricts the Company's right to change, assign, or reassign duties and responsibilities at any time for any reason.

INTERESTED IN APPLYING?

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