



Flexiti Financial

Flexiti has reimagined point-of-sale (POS) consumer financing to drive sales for retailers in-store and online. Through our award-winning platform, we deliver a POS financing experience across any device that is customer-centric, simple and intuitive. Without the need to integrate in to existing POS systems, retail partners can easily offer the same fast and paperless financing solution across all retail locations and sales channels to increase revenue and build loyalty through repeat purchases. With high approval rates, innovative products and services, flexible promotional offers and a partnership-first approach, Flexiti is helping people improve their lives through better financing. For more information, visit www.flexiti.com.

Junior Project Manager

Flexiti Financial is looking for a Junior Project Manager to join its Operations team. Supporting the Director of Strategic Initiatives, the Junior Project Manager will help create and support a structured and consistent approach for scoping and tracking projects related to addressing current and future concerns, making sure issues, risks, and dependencies are properly identified and escalated. You will be the centralized hub for the operations team, communicating and controlling across the various projects involved by managing a detailed plan of all activities and dependencies across teams.

Responsibilities

- Provide end-to-end coordination, visibility, and governance over planning and delivery to achieve the defined strategic objectives of the program.
- Engage appropriate stakeholders from all projects and other business units as needed.
- Responsible for all business communication, documentation, and overseeing the project from conception to deployment throughout project's life cycle.
- Work directly with Business to define project requirements and objectives.
- Create and maintain project schedule.
- Develop project plans and specifications, estimate time requirements, establishing deadlines, monitoring milestone completions, tracking all phases of the project lifecycle, provide timely reporting of issues that impact project progress, coordinating actions, and resolving conflicts.
- In coordination with the Project Manager, conduct project meetings, regularly review project objectives, deliverables, and deadlines.
- Help to prepare detailed requirements, specifications, flow charts, and diagrams.
- Assist in defining test conditions.
- Support post mortem meetings and create a recommendations report to help identify successful and unsuccessful project elements.
- Effectively apply our methodology and enforce project standards.
- Ensure project documents are complete, current, and stored appropriately.
- React to project adjustments and alteration promptly and efficiently.
- Perform other ad hoc projects as required.

Qualifications



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- A minimum of two (2) years' experience in project coordinator role.
- Demonstrated ability to effectively co-manage projects along with the PM and facilitate teams to achieve quality solutions.
- Excellent written and verbal communication skills and ability to facilitate work groups.
- Strong interpersonal skills.
- Experience working both independently and in a team-oriented, collaborative environment is essential.
- Producing project feasibility reports - Exposure to Jira, Microsoft SmartSheets or other project management tools.
- Ability to translate client requirements into highly specified project briefs.
- Ability to effectively prioritize and execute tasks in a high-pressure environment is crucial.
- Ability to read communication styles of team members who come from a broad spectrum of disciplines.
- Adept at conducting research into project-related issues and products.
- Skilled with Visio or other workflow software
- Bonus - experience working in a startup.

The Perks

Below are just a few reasons why people love working here:

- Great and passionate people in a very supportive environment
- Fun offsite outings
- Comprehensive health and dental benefits
- Competitive salary; commensurate with experience