

Scion

Position: Project Manager, Operations

<http://www.thesciongroup.com/>

Scion is paving a path in student living and we're seeking a talented Project Manager, Operations to join us in executing our vision. This position will focus on supporting the Portfolio and Property Operations unit and is fundamental to leading operations initiatives.

The Project Manager, Operations will use their organizational skills to research and develop various projects that support the overall success of Scion's property operations. This position will lead these efforts through planning, implementation, execution, and completion of each assigned project. This role demands powerful communication, exceptional problem-solving skills, acute attention to detail, and a customer-centric attitude.

Your Responsibilities

- Coordinates and drives timeline for operational initiatives. Executes and ensures completion of deliverables from initiation to final product, including:
 - Creates project schedules and milestones and ensures timely completion of various projects.
 - Organizes and attends project meetings, as needed, including scheduling coordination and assisting with the preparation of deliverables.
 - Assists with team communication and escalates items as necessary.
 - Researches and collects data pertinent to various operational initiatives.
 - Utilizes software tools to track and report progress on various projects.
 - Communicates effectively to key constituents and customers.
 - Collaborates with project leads or department heads to develop strategies and recommendations.
 - Obtain feedback from key constituents.
 - Conducts any training needed for various projects.
- Ensures property resources are updated and consistent.
- Works with Learning and Development to provide recommendations to Operations policies.
- Conduct training on various policies and procedures related to Operations processes, as needed.

What We Require

- College graduate and 2 years of prior experience professional services and project management or an equivalent is preferred.
- Outstanding comprehensive writing and verbal communication skills.
- Proficiency in Microsoft Office Suite is strongly preferred.
- Willing and able to travel about 50%, paid by the company.
- Values and fosters a sensitive and supportive approach to a diverse working and living environment.
- Committed to excellence and high standards.

Operational Details

- Job location is based at Scion's Chicago corporate headquarters.
- Working hours consist of daytime business hours, requiring additional non-traditional hours during peak times and emergencies.

Your Benefits

- FLSA Status Exempt
- Discretionary annual EOY bonus
- Paid Time Off
- Health Insurance
- Dental Insurance
- Vision Insurance
- 401k Matching
- Paid Maternity Leave