

# Job Description: Project Manager

**Department:** Product & Delivery

**Reports to:** Product Manager

## Position Overview:

The Project Manager at Admit One is responsible for leading the internal planning, coordination, and execution of projects. This role ensures timely delivery, resource alignment, and cross-functional collaboration across Product, QA, Development, and Support. With a strong focus on delivery excellence, the Project Manager plays a key role in driving agile practices, improving predictability, and supporting structured release cycles.

This role is ideal for someone with experience in agile delivery who thrives in a fast-paced, collaborative environment and is passionate about continuous improvement.

## Key Responsibilities:

### Project Planning & Execution:

- Develop and maintain detailed project plans, timelines, and resource allocations.
- Coordinate internal teams across Product, QA, Development, and Support.
- Facilitate sprint planning, retrospectives, and delivery stand-ups.
- Track project progress, manage risks, and escalate blockers.

### Stakeholder Communication:

- Provide regular internal updates to stakeholders including the COO and Product team.
- Ensure alignment between delivery teams and product priorities.
- Support internal readiness for demos, releases, and handovers.

### Delivery Oversight:

- Maintain project documentation including RAID logs, change requests, and delivery reports.
- Support UAT planning and ensure readiness for release.
- Collaborate with QA and Technical Author to ensure quality and documentation standards.

### Process Improvement:

- Identify and implement improvements to delivery processes and agile practices.
- Support the evolution of structured release cycles and delivery metrics.

## Skills and Competencies:

- Proven experience in project or delivery management within agile environments.
- Strong organisational and communication skills.
- Proficiency with Jira, Confluence, and project planning tools.
- Ability to manage multiple projects and priorities simultaneously.
- Familiarity with software development lifecycles and agile methodologies.
- Desirable: Spanish, Portuguese, French, or German.



## Reporting Lines:

Reports to: Product Manager

Works closely with: Product Manager, Product Analyst, Engagement Managers, QA, Technical Author, Development Teams