



POSITION DESCRIPTION

POSITION TITLE : **Ecommerce Project Manager**

DEPARTMENT : **Digital**

CLASSIFICATION APPROVED BY : **HRD**

REPORTING RELATIONSHIPS

POSITION REPORTS TO : **Head of Digital**

POSITIONS SUPERVISED : 0

POSITION PURPOSE

To ensure the successful delivery of all Ecommerce related projects:

- New website and platform builds
- New Native Apps
- New features/functionality
- Enhancement and optimization of existing features/functionality

PERSONAL CHARACTERISTICS:

- Self motivated
- Solution mind set
- Articulate
- Personable
- Confident

PERFORMANCE MEASUREMENTS

- Define scope of work and sign off with all stakeholders (Business, Support, 3rd part partners)
- New builds - Ensure timely delivery of sprint plans and final go live dates
- Define the project communication plan
- Scope work and road map on new and existing features

QUALIFICATIONS\REQUIREMENTS:

- Project management experience within and Ecommerce and/or Digital technology environment
- Agile and/or Kanban methodology experience
- Multi brand and multi project management
- Experience within a complex, matrixed organization
- Previous experience managing multiple stakeholders from different departments



COMPETENCY REQUIREMENTS

The following are the key competencies that will be required to complete this job effectively. Along side each competency is the Level at which it is expected to be demonstrated

(Refer to KOJ Competency Dictionary for a detailed breakdown of your competency requirements)

- Customer Focus - 3
- Integrity and Trust - 3
- Teamwork - 3
- Priority Setting & Time Management - 3
- Managing Relationships - 3
- Job Knowledge - 3
- Valuing Diversity - 3

Department Head:

Employee: