

# general inception.

## **Project Manager:**

General Inception is seeking an experienced Project Manager to join their Business Operations team. The successful candidate will work with early-stage companies and use their project management skills to assist executives in keeping timelines and deliverables on track.

## **Location:**

Northern California Bay Area preferred (remote options possible)

## **Job Description:**

As a member of the Business Operations team, the Project Manager (PM) will assist executives and founders of newly formed companies as they transition to operational businesses. The PM will facilitate team meetings, ensure proper activity documentation, assist in reporting to General Inception (GI) management and contribute to the build-out and continuous improvement of the overall GI process. This is a hands-on role. The PM will work simultaneously with multiple small teams to meet demanding time and budget constraints. General Inception offers competitive compensation and benefits for this full-time position.

## **Roles and responsibilities:**

- \* As the interface to Business Operations team, clearly communicate required actions to executives / founders; collaborate with business units, and other groups, as appropriate
- \* Participate in the definition and documentation of project development/deployment metrics as well as the refinement of the overall General Inception company creation process
- \* Ensure project deliverables are completed on time with the accepted level of quality
- \* Manage and maintain project work plans, identify resources and responsibilities
- \* Proactively support scope development, risk reduction, issue escalation
- \* Ensure project team members comply with company standards, methods, and procedures
- \* Ensure internal and external controls are followed and report exceptions immediately

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## **Indicators this role might be a fit:**

- \* 5+ years of Project Management experience in start-up and larger corporate environments
- \* Experience managing multiple projects across various verticals/platforms simultaneously
- \* Self-starter with successful track record in leading cross-team projects
- \* Excellent interpersonal and communication skills; strong analytical skills
- \* Able to deal with ambiguity in a rapidly changing business environment
- \* Bachelor's Degree or higher (degree in scientific or engineering field a plus)
- \* Experience managing a project management team is a plus

Main body text