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| **Project Manager Job Description Form in Amazon** | | |
| **Job Title:** | Learning and Development (L&D) Project Manager | |
| **Classification:** | Non-exempt | |
| **Salary grade/level/family/range:** | $62,776 - $90,820 | |
| **Reports to:** | Amazon Human Resources Manager | |
| **Date:** | November 8, 2020 | |
| **Job Summary and objectives:**  The L&D project manager will be an important member of the Amazon Fresh Stores L&D team (department). The job position will involve an individual contributor who will cooperate with internal and external stakeholders of Amazon Fresh Stores L&D comprising of content, product, and user experience managers. | | |
| **Essential functions:**   * Advocate on behalf of store in all business situations to make sure a smooth and valuable experience. * Empower people and project initiatives to enhance the learning and development experience throughout. * Develop and sustain holistic training timelines that enable the stores to smoothly onboard and manage new employees. * Oversee key aspects of content or product launch readiness with regard to the business practices supported. * Deliver end-to-end projects within the specified timeframe under tight deadlines across several teams and firms. * Determine opportunities to develop and implement solutions to enhance automated tools and applications. | | |
| **Competency:**   * Skilled in oral and written presentation to senior leadership * Capable of building and controlling all pre-launch training timelines. * Coordinating all project tools and programs internal to the learning and development team. * Able to offer a high quality support experience for the internal stakeholders and advocating in place of associates to make sure they have enough resources to support customers. | | |
| **Supervisory responsibilities:**  The job position will involve the roles of a tactical manager who will direct the L&D team. L&D Manager will direct reports to team members as well as product, content, and user experience managers. | | |
| **Work environment:**  Office-based work setting conducive to performing daily business tasks. The office will be fitted with HVAC appliances to ensure ideal room temperature is attained to improve conditions for working. The employee should be able to work independently but easily accessible for collaborative work with other managers. | | |
| **Physical demands:**  The employee should be able to sit for long hours, since the job requires a lot of time to develop learning and training materials as well as analyze data and come up with convincing use cases to enable the store to operate seamlessly.  The employee should be able to stand for more than one hour since s/he will be required to train or present project programs while standing. | | |
| **Position type and expected hours of work:**  The job will be full-time position, whereby they will be expected to work for 8.5 hours a day, Monday to Friday. The L&D project manager is not subjected to overtime. | | |
| **Travel:**  The current percentage travel time for the job position will be 6 percent annually. This involves a week-long monthly visit to the two opened Fresh stores in California and Chicago. | | |
| **Required education and experience:**   * A Bachelor's degree in project management or any related field. * More than 3 years career experience in program, product, or project management. * Proficient in using Microsoft (MS) Office tools including Word, Excel, PowerPoint and team collaboration tools such as SharePoint, Quip and OneNote. * Ability to analyze data and come up with thoughtful business cases. * Ability to effectively make effective decisions in a large corporate company. | | |
| **Preferred education and experience**   * Project management certification (IPMA/PRINCE2/PMP) * Experience in Smartsheets * Effective communication skills and interpersonal communication both technical and non-technical | | |
| **Additional eligibility qualifications**   * Experience working in a complex corporate setting, for instance geographic dispersion, PMO * Experienced analytical and quantitative skills and capable of using data and metrics to support assumptions, come up with business cases, and effectively perform root cause analyses. * Capable strategic thinker and manage tactically * Experience with working projects delivery for large cross departmental projects | | |
| **Affirmative action plan/equal employer opportunity (AAP/EEO) statement**  Amazon is committed to a diverse and inclusive workplace. Amazon is an equal opportunity employer and does not discriminate on the basis of race, national origin, gender, gender identity, sexual orientation, protected veteran status, disability, age, or other legally protected status. For individuals with disabilities who would like to request an accommodation, please visit https://www.amazon.jobs/en/disability/us. | | |
| **Disclaimer** | This job description may not be inclusive of all assigned roles, responsibilities, or attributes of the job described, and may be changed at any time at the employer’s sole discretion. | |
| Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Review Supervisor’s Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Review Supervisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |