



# Jet's America Inc.

<b>Job Title:</b>	eCommerce Project Manager	<b>Date:</b>	August 11, 2021
<b>Department:</b>	IT	<b>Location:</b>	Sterling Heights, MI
<b>HR Contact:</b>	Mary Kopietz	<b>Rate of Pay:</b>	Negotiable
<b>Reports To:</b>	Aaron Nilsson	<b>Type:</b>	Full Time, Non-Exempt

## Job Description:

Works to keep a core IT team and all of the separate streams of work on track to prevent conflicts and resource limitations so that projects get accomplished on-time and on-budget.

## Responsibilities:

- Completes projects like the eCommerce components of Promotions, Menu changes, and New Product launches (25% of your time, and is the most important).
- Acts as the Product Owner (in partnership with the CIO) on the custom internal company information database product and manages the development partner, i.e., intake or ideate till launched (25% of your time).
- Works with the loyalty program Product Owner to move their requests for new features and bug fixes from concept to launch with our loyalty partner (Punchh) and related digital channels like jetspizza.com, the apps, and text ordering (15% of your time).
- Works through IT related components involved in the set-up of new stores, transfers, and renewals (15% of your time).
- Acts as the primary manager (in partnership with a team mate) of Store Data: Hours, Open/Close, Web, Yelp, Google, etc. (15% of your time).
- Learns new things and grows skills (5% of your time).

## Required Skills & Experience:

- 2+ years of experience in an office environment.
- Strong critical thinking and interpersonal skills with high attention to detail.
- Strong organization skills.
- Proficiency in most typical office software products like Microsoft Office (Word, Excel & PowerPoint).
- Ability to take initiative and work independently when needed to achieve personal and team goals in a team structure.
- Excellent verbal and written communication skills.

## Non-Required Additional Skills and Experience:

- Deep knowledge of eCommerce and previous experience working on eCommerce sites.
- Knowledge of how pizza stores and restaurants work.
- A degree in anything that is relevant to what you will be doing on a day to day basis.

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## Physical Demands:

- Frequent sitting.
- Repetitive mouse and keyboard use along with visual demands.
- Tolerate being offered the world best pizza on a fairly regular basis.

## Performance Measurement:

- Accuracy and integrity of work.
- Timely Completion of assigned tasks and annual goals.
- Ability to continually develop skills and adapt to new technologies and techniques.
- 30 day, 60 day, and yearly reviews.
- Attendance record.

## Other Duties:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change at any time with or without notice.

**If interested in this position at Jet's America Inc, please submit a resume to [resumes@jetspizza.com](mailto:resumes@jetspizza.com).**

*\*We're an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, genetic information, veteran or disability status.*