



Date: October 9, 2025
Job Title: **Project Manager, Strategy & Operations**
Reports to: VP, Strategy
Classification: Exempt, Full Time, Monday through Friday, Core hours 8:00 – 5:00 pm
Environment: Primarily office
Physical: Office work, prolonged periods sitting or standing at a desk and working on a computer

We're seeking a Project Manager, Strategy & Operations to help drive alignment, execution, and continuous improvement across the organization. Reporting to the VP of Strategy and working closely with the executive team, you'll lead high-impact, cross-functional initiatives that enhance performance, streamline operations, and bring strategic priorities to life.

This is a high-visibility, hands-on role for a structured, analytical, and relationship-driven professional who thrives in dynamic, fast-paced environments. You'll build and manage the systems that keep the company organized, data-informed, and accountable -- serving as a key connector between teams and leadership.

Essential Responsibilities

Project Leadership & Execution

- Lead company-wide and departmental projects from initiation through completion, ensuring scope, timelines, and deliverables are clearly defined and achieved.
- Evaluate and assess the outcomes of major projects through structured post-mortems to determine effectiveness, identify lessons learned, and drive continuous improvement.
- Coordinate cross-functional workstreams across trading, operations, compliance, technology, and finance.
- Manage project plans, status updates, and progress tracking within Monday.com, ensuring accurate reporting and alignment.
- Anticipate risks and bottlenecks, proactively developing solutions and escalating issues as needed.

Process & Operational Improvement

- Establish and maintain consistent project management standards, documentation, and reporting frameworks.
- Partner with functional leads to identify inefficiencies and implement process improvements that drive scalability and operational excellence.
- Roll out and train teams on new workflows, ensuring smooth adoption across the organization.

Data & Strategic Insight

- Collaborate with the VP of Strategy and the broader leadership team to develop dashboards and performance metrics that measure progress toward company goals.
- Analyze data from across departments to identify trends, surface insights, and inform executive decision-making.
- Prepare clear, data-backed reports and presentations for leadership and stakeholders.

Communication & Coordination

- Serve as the central point of contact for cross-team initiatives -- facilitating meetings, documenting outcomes, and ensuring timely follow-through.
- Maintain visibility into all active projects, dependencies, and priorities; communicate updates and risks to leadership.



Compliance Support

- Support renewable feedstock compliance processes and data flows.
- Identify data gaps or risks and coordinate resolution with operations and compliance teams.

Qualifications

- **5+** years of project management or business operations experience, ideally in a cross-functional or high-growth environment.
- Proven leadership skills with the ability to influence, coordinate, and direct cross-functional teams — including those who are not direct reports.
- Proven ability to manage multiple complex projects simultaneously.
- Proficiency with Monday.com, Google Workspace and general project management methodologies.
- Strong analytical skills; comfortable working with data to identify insights and guide decision-making.
- Excellent communication, organizational, and stakeholder management skills.
- Experience in logistics, trading, renewable materials, or related industries is a plus but not required.
- Exceptional attention to detail with strong organizational and follow-through capabilities.