



Now Hiring - Project Manager

ChefSteps is looking for a qualified full-time Project Manager to oversee complex projects, develop detailed project plans, and ensure their successful completion. This role primarily focuses on project tracking, status reporting, and cross-team initiative support for our food media website ChefSteps.com and parent global appliance brand, Breville.

You must be a self-starter who is comfortable working in a fast-paced team environment. You have the gift of seeing things from a day-to-day, month-to-month, year-to-year viewpoint, and you know what to prioritize in the immediate without losing sight of the bigger picture. You take ownership of projects and keep all trains on track without the need for constant supervision. You push the team forward. You make things happen! This position is site-based in our studio kitchen/corporate offices located in the historic Pike Place Market in Seattle, WA.

The Role:

- Drive project completion through day-to-day tracking, scheduling project check-in meetings, capturing and reporting progress using clear communication tools and channels. - Report project outcomes and/or updates to the appropriate stakeholders and escalate issues, as necessary, according to project work plan.
- Continuously identify and implement process changes and make improvements to planning methodologies to enhance performance across projects.
- Manage issues, risks, and changes to project scope, schedule, and budget.
- Communicate project status to key business stakeholders.
- Ensures all project requirements and/or objectives are properly documented.
- Develop reports and communicate plans via written and oral presentations.
- Support Director of Operations in project tracking as it relates to budget, revenue, and outside partnerships.

Key Attributes:

- Solid project management skills and experience applying project management methodologies.
- Demonstrated leadership in simultaneously managing multiple large, complex, cross-functional projects on time, on budget, and with requirements met.
- Extremely well organized and detail oriented.
- Demonstrated ability to motivate project teams in the completion of projects.
- Thrive in a fast-paced, high-growth environment, with ability to multitask and prioritize. - Ability to think outside the box while identifying problems and developing creative solutions.
- Demonstrated ability to work in a team environment and to work independently.

If You've Made It This Far and This Sounds Like You:

Bachelor's degree and 5+ years of experience in project/program management role.
Strong organizational and time management skills.
Strong attention to deadlines and budgetary guidelines.
Proven success working with all levels of management.
Writing and data analysis skills.
Excellent presentation skills.
Proficient in MS Word, Excel, PowerPoint, SharePoint, Jira, Confluence, Harvest.
Experience working in food/product/technology/global marketing and digital media a plus.

What We Offer You:

Competitive salary.
Full medical, dental, vision coverage.
401k matching program.
Paid vacation, sick leave, and federal holidays.
Employee discount on Breville appliances.
A fun and rewarding team environment, working with chefs, writers, and creatives.
All the snacks and espresso you could ever want.



About Breville

Founded in Sydney in 1932, Breville has become an iconic global brand that enhances people's lives through thoughtful design and brilliant innovation, delivering kitchen products to more than 70 countries around the globe.

About ChefSteps

ChefSteps, a Breville brand, exists at the intersection of culinary education, entertainment, and technology. Our team includes chefs, filmmakers, writers, designers, and a growing number of other highly talented people with a passion for getting things done and having fun along the way. Most of us work from our 4000 square foot kitchen studio and workspace in Seattle's Pike Place Market. About ChefSteps

A few perks

Enriching work environment: Whether you want to master chocolate soufflé, score pro photography tips, develop new math skills, your Breville teammates can help you learn. We hire fascinating people from many different backgrounds. If you come to work looking to get smarter, you've come to the right place.

So much free food to fuel you, dishes crafted by ridiculously talented chefs to feed your very soul. Seriously, it's like working in a secret Seattle restaurant that also happens to be the best one.

We are in the heart of Pike Place Market, which means drinking, eating, and grocery shopping in a world-class food destination mere steps from your desk.

Diversity

At Breville, we value individuality and uniqueness as much as we value collaboration and shared vision. We believe that diversity and inclusion create a broader, richer environment that enhances creative thinking, innovation and problem solving. Inclusive organizations