

Operations Program Manager

Description

Grammarly team members in this role must be based in the United States, and they must be able to collaborate in person 3 weeks per quarter, traveling if necessary to the hub(s) where the team is based. The opportunity Grammarly is the world's leading AI writing assistance company trusted by over 30 million people and 70,000 professional teams every day. From instantly creating a first draft to perfecting every message, Grammarly's product offerings help people at 96% of the Fortune 500 get their point across and get results. Grammarly has been profitable for over a decade because we've stayed true to our values and built an enterprise-grade product that's secure, reliable, and helps people do their best work without selling their data. We're proud to be one of Inc.'s best workplaces, a Glassdoor Best Place to Work, one of TIME's 100 Most Influential Companies, and one of Fast Company's Most Innovative Companies in AI. To achieve our ambitious goals, we're seeking a creative and forward-thinking Operations Program Manager to join our team. Your impact As an Operations Program Manager, you are a founding team member of our Engineering, Product, and Design (EPD) Operations group. You will help create the best pathways to connect our teams across EPD and within Grammarly as we scale to reach our aspirations. In this role, you will:

- Lead Awesome Projects:** Be the maestro of multiple programs, guiding them from ideation to launch. Craft detailed project plans that translate the strategic landscape, company goals, and EPD ways of working. Spot risks and hiccups early and come up with creative solutions to keep things running smoothly.
- Boost Operational Magic:** Dive into our operations, find improvement areas, and improve them. Set and track KPIs to measure success and keep us on the path to greatness. Implement best practices to ensure we're pressing the envelope on prime effectiveness.
- Champion Cross-Functional Harmony:** Foster seamless communication and collaboration between Engineering, Product, and Design teams. Lead the creation and dissemination of internal communications, such as newsletters, podcasts/ video content, and other updates, emphasizing fresh and engaging content and distribution mechanisms that resonate with a diverse workforce. Bridge the gap between technical and non-technical teams, ensuring everyone's on the same page.
- Become a Resource Wizard:** Manage resources (and find resources) like a pro to meet program goals and deadlines. Cultivate a positive and supportive team atmosphere where everyone thrives. Share the Story: Prepare and present regular updates to stakeholders, showcasing progress and achievements. Ensure EPD is not a black box! Help us share our message, story, successes, and failures across the business so we can all grow together.

We're looking for someone who:

- Embodies our EAGER values: is ethical, adaptable, gritty, empathetic, and remarkable.
- Is inspired by our MOVE principles, which are the blueprint for how things get done at Grammarly: move fast and learn faster, obsess about creating customer value, value impact over activity, and embrace healthy disagreement rooted in trust.
- Is able to collaborate in person 3 weeks per quarter, traveling if necessary to the hub where the team is based.
- Has a Bachelor's degree in Business, Engineering, Project Management, or a related field; a Master's degree is a bonus.
- Bring 7+ years of experience in program/project management, especially in tech or product development.
- Has a proven track record of leading cross-functional teams and managing complex projects.
- Understands engineering, product development, and design processes inside and out.
- Demonstrates rock-star organizational and time-management skills are top-notch.
- Has excellent communication and can influence and collaborate at all levels.
- Is proficient with project management tools like Jira,

Hiring organization

Grammarly

Job Location

Remote

Base Salary

\$ 57500 - \$ 87500

Date posted

May 31, 2024

Apply Now

Asana, Airtable, Notion, Google Suite, MS Project, etc. Has a PMP, Scrum Master, or other certifications are a plus (but not a must!). Support for you, professionally and personally Professional growth: We believe that autonomy and trust are key to empowering our team members to do their best, most innovative work in a way that aligns with their interests, talents, and well-being. We support professional development and advancement with training, coaching, and regular feedback. A connected team: Grammarly builds a product that helps people connect, and we apply this mindset to our own team. Our remote-first hybrid model enables a highly collaborative culture supported by our EAGER (ethical, adaptable, gritty, empathetic, and remarkable) values. We work to foster belonging among team members in a variety of ways. This includes our employee resource groups, Grammarly Circles, which promote connection among those with shared identities, such as BIPOC and LGBTQIA+ team members, women, and parents. We also celebrate our colleagues and accomplishments with global, local, and team-specific programs. Compensation and benefits Grammarly offers all team members competitive pay along with a benefits package encompassing the following and more: Excellent health care (including a wide range of medical, dental, vision, mental health, and fertility benefits) Disability and life insurance options 401(k) and RRSP matching Paid parental leave Twenty days of paid time off per year, eleven days of paid holidays per year, and unlimited sick days Home office stipends Caregiver and pet care stipends Wellness stipends Admission discounts Learning and development opportunities Grammarly takes a market-based approach to compensation, which means base pay may vary depending on your location. Our US and Canada locations are categorized into compensation zones based on each geographic region's cost of labor index. For more information about our compensation zones and locations where we currently support employment, please refer to this page. If a location of interest is not listed, please speak with a recruiter for additional information. Base pay may vary considerably depending on job-related knowledge, skills, and experience. The expected salary ranges for this position are outlined below by compensation zone and may be modified in the future. United States: Zone 1: \$123,000 - \$200,000/year (USD) Zone 2: \$111,000 - \$180,000/year (USD) We encourage you to apply At Grammarly, we value our differences, and we encourage all—especially those whose identities are traditionally underrepresented in tech organizations—to apply. We do not discriminate on the basis of race, religion, color, gender expression or identity, sexual orientation, ancestry, national origin, citizenship, age, marital status, veteran status, disability status, political belief, or any other characteristic protected by law. Grammarly is an equal opportunity employer and a participant in the US federal E-Verify program (US). We also abide by the Employment Equity Act (Canada). #LI-NS4Please mention the word ****EXHILARATE**** and tag `RMzQuODYuMTYzLjE1Mg==` when applying to show you read the job post completely (`#RMzQuODYuMTYzLjE1Mg==`). This is a beta feature to avoid spam applicants. Companies can search these words to find applicants that read this and see they're human.

Contacts

Job listing via RemoteOK.com