



<https://excelnearshore.com/job/it-project-manager-supply-chain-and-operations-sco/>

IT Project Manager (Supply Chain and Operations – SCO)

Description

Excel Nearshore is looking for an **IT Project Manager** to lead various technology projects related to Supply Chain and Operations (SCO) function. This position will ensure delivery of high-quality projects within time and budget according to a pre-defined, consistent process. Selected candidate must organize work and communicate with a variety of IT Teams and business stakeholders from various areas. The position requires strong project management, program management, communication, organizational, and leadership skills. This is a fully remote and full-time position from Costa Rica, in payroll with benefits.

Responsibilities

Ownership and Execution/ Outcomes:

- The IT Project Manager is responsible for overseeing multiple SCO projects from discovery through closure simultaneously while managing project scope, project planning, proper scheduling, resource tracking and budgeting.
- Maintain risks, issues, and change impacts to ensure these are properly analyzed and mitigated; issues are effectively communicated, resolved, and escalated when necessary.
- Identify and manage dependencies across other projects and programs.
- Implement regular cadence to track progress towards meeting goals and initiatives, ensuring all project phases are documented appropriately.
- Ensure business benefits are realized within the terms of the business case justifying the project funding.
- Coordinates vendor resources to ensure the Vendor's work aligns with the schedule.

Collaboration:

- Work with other Project Managers, IT team members, consultants, contractors, stakeholders and other departments to ensure successful project delivery from project discovery through closure.
- Partner with Change Management Organization and Communication leads to ensure that change/communication plans are executed as the program evolves for the larger organization.
- Aids with proposal Development (RFI/RFP) work. Assists with Contract Negotiations and/or adherence to SOWs/CRs.
- Monitors and approves invoices, including vendor time, resources, and tasks, ensuring they map to the appropriate SOW.

Communication:

- Identify, communicate, and alleviate resource contention, as necessary.
- Manage creation, dissemination, and presentation on all necessary project-related communication, status reports, issues, and deliverables to management and key stakeholders.

Hiring organization

Excel Nearshore

Employment Type

Full-time

Beginning of employment

ASAP

Duration of employment

Indefinite

Industry

Ecommerce

Job Location

Costa Rica

Remote work from: Costa Rica

Date posted

April 8, 2026

- Collaborate with and support stakeholders with clear and concise communication.
- Serve as a role model by demonstrating a commitment to business priorities and high performance.
- Creates and monitors KPI metrics against targets; leads the organization to meet or exceed KPIs.
- Communicate status weekly, monthly and quarterly and hold others accountable.

Continuous Improvement:

- Identifies and implements opportunities to improve processes with emphasis on quality, delivery, cost, and business experience.
- Ensures proper documentation is maintained for projects, and that project lessons learned are conducted to drive continuous improvement.
- Contributes to project management best practices and standards within the IT PMO.

Qualifications

Required:

- Bachelor's Degree or equivalent work experience.
- A minimum of 6 years of experience, including at least 2 years managing projects related to IT and business functions.
- Demonstrated knowledge and execution of project management practices, tools and methodologies.
- Experience in leading Systems implementations.

Preferred:

- Project Management Professional (PMP) certification.
- Degree in Computer Science, Business or Management Information Systems.
- Familiarity with tools like Service Now, SharePoint, Smartsheet, and SAP.
- Experience in implementing Supply Chain and Manufacturing Operations related technology projects from discovery through closure.
- Experience implementing at least one of the following systems – WMS (Warehouse Management System), Smart factory application or TMS (Transportation management System).
- Experience working with 3PL vendors, Outsourced partners, and integrators.

Ideal Candidate Profile / Soft Skills:

- Gains confidence of stakeholders to deliver expected capabilities and outcomes.
- Strong organizational skills and attention to detail.
- Ability to influence and demonstrate good judgment.
- Strong interpersonal communication skills.
- Strong analytical and problem-solving skills.
- Able to work harmoniously and effectively with others.
- Able to preserve confidentiality and exercise discretion.
- Comfortable in a fast-paced, results-oriented work environment.
- Ability to travel up to 20% depending on the project location and timeline (US, Mexico).
- Able to manage multiple projects with competing deadlines and priorities.

Contacts

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