



<https://excelnearshore.com/job/technical-project-manager/>

Technical Project Manager

Description

Excel Nearshore is seeking an experienced **Technical Project Manager (TPM)** to lead the Staff Management Platform (SMP) team of a leading U.S.-based digital media and software services company. The SMP tool is central to the client's internal operations, empowering teams across the enterprise to manage, track, and model client's organizational structure, staff members, and personnel career growth paths. As TPM, you will directly manage the Agile development process in a two-week sprint cadence while capturing and prioritizing stakeholder requirements. You'll ensure the team ships high-quality solutions that enable strategic decision-making and operational excellence. This is a fully remote and full-time position from Costa Rica, in payroll with benefits.

Responsibilities

- Own and manage the Agile development workflow, facilitating all ceremonies including backlog grooming, sprint planning, daily standups, sprint reviews, and retrospectives.
- Collaborate with internal stakeholders to gather requirements, document new feature requests, and clearly communicate priorities to the development team.
- Act as a primary liaison between the SMP team and business units, ensuring timely delivery of project milestones.
- Foster a collaborative culture of transparency, agile learning, and incremental improvement.
- Contribute to and help refine the team's Agile practices and workflows.
- Track, report, and present project progress to management, proactively identifying and mitigating risks.
- Drive resolution of blockers across functions (Tech, HR, Corporate Operations, etc.)
- Maintain and update project documentation, workflows, and team knowledge resources.
- Lead storyboarding and wire-framing for new features or feature enhancements, collaborating closely with design and product stakeholders.
- Manage HR process cycles in conjunction with multiple HR teams across the organization, ensuring platform support for evolving business needs.
- Understand, track, and communicate compliance and privacy requirements, and coordinate with the CISO and other security stakeholders to ensure the platform adheres to the latest standards and policies.

Qualifications

- A substantial track record of technical project management, preferably in SaaS or internal platform environments.
- Demonstrated expertise in running Agile ceremonies and two-week sprints (Scrum Master experience is a plus).
- Proven ability to elicit, document, and prioritize business and technical requirements.
- Strong background in storyboarding and wire-framing, with an eye for user

Hiring organization

Excel Nearshore

Employment Type

Full-time

Beginning of employment

ASAP

Duration of employment

Indefinite

Industry

Technology

Job Location

Costa Rica

Remote work from: Costa Rica

Date posted

October 3, 2025

experience and detail.

- Excellent communication and stakeholder management skills; able to work effectively across technical and non-technical roles.
- Strong organizational and problem-solving skills; able to manage multiple priorities in a fast-paced environment.
- Familiarity with project management tools (Jira, YouTrack, Confluence, xWiki, etc.).

Preferred Qualifications

- Experience working with engineering teams focused on HR/staffing, analytics, or internal business platforms.
- Awareness of compliance and privacy best practices; ability to communicate effectively with security teams.
- Scrum Master certification or comparable Agile credentials.
- Technical background (Software Engineering, QA, or Systems Analysis).

Contacts

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