

Mexico Jobs Expertini®

Program Manager, MX Expansion, Amazon Logistics

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Company: Servicios Comerciales Amazon Mexico S. de R.L. de C.V.

Location: Mexico City

Category: other-general

Lead investment projects in MX to help improve customer experience and business requirements through PM best practices by coordinating with support teams and reporting to Transportation leaders.

Key job responsibilities

- Own and develop the project management and change management program for investment projects.
- Support project owners and support teams throughout their project lifetime from conception, feasibility, project planning and execution.
- Communicate with project owners and engaging with various stakeholder teams, ensuring positive and effective collaboration between teams.
- Drive projects to improve, expand and standardize MX operations, based on business objectives.
- Develop and enforce a culture of continuous improvement.
- Drive end to end process excellence, anticipating risks and communicating effectively to leaders through formal reports, business papers and risk analysis best practices.

A day in the life

As MX Expansion Program Manager, you'll help translate business needs into actionable projects with clear expectations and metrics. Engage and follow up with support teams to

execute projects. You'll partner with Operations to align on expectations, confirm project status, anticipate potential risks, and drive strategic decisions to ensure project success.

MX Expansion PMs understand business needs, and help create an action plan with clear dates, owners and dependencies. Continuously coordinates with execution teams and follows up with operations. Drives project updates avoiding impact to project objectives, and leads discussions for leadership decisions.

About the team

Amazon Mexico Expansion makes sure Logistics requirements are adequately translated into actionable projects with clear expectations aligned with business goals. Our team closely follows up the end-to-end project life-cycle to anticipate risks, help remove obstacles, and ensure cost, time and quality for every project. As part of continuous improvement efforts the team works closely with Operations and stakeholders to remove compliance or safety risks in our operating facilities . We thrive in anticipating needs and risks, through solid planning, effective project management, and adjusting quickly to meet business requirements.

We are open to hiring candidates to work out of one of the following locations:

Mexico City, DIF, MEX

BASIC QUALIFICATIONS

- Bachelor's degree
- 3+ years of program or project management experience
- 3+ years of defining and executing against program timeline & requirements experience
- Knowledge of Excel at an intermediate level (e.g., pivot tables & charts, multiple criteria lookups, nested logical/IF formulas, data cleansing, array formulas, etc.)
- Experience in complex problem solving, and working in a tight schedule environment
- Experience in driving end to end delivery, and communicating results to senior leadership

PREFERRED QUALIFICATIONS

- Experience in stakeholder management, dealing with multiple stakeholders at varied levels of the organization
- Experience building processes, project management, and schedules
- PMP
- Experience in leading large, cross functional projects

- Experience in finance projects, including requirement gathering and testing in environments with distributed systems

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