



**Job Title:** Development Operations Project Coordinator  
**Department:** Development  
**Reports To:** Development Manager

### **Summary**

The Development Operations Project Coordinator will manage new development projects as well as oversee the maintenance of existing products. The successful candidate will interface with project stakeholders for requirements definition including data mining, software requirements, database requirements, testing, and documentation. Job responsibilities include working with internal development teams and contracted resources to accomplish tasks and projects that are instrumental to Masterbuilt's success. Scrum Master experience, a knowledge of Agile development methods, and experience with JIRA issue tracking software are all a plus for this position.

### **Essential Duties and Responsibilities**

- Day to day management of internal development projects and contracted development projects in JIRA
- Manage multiple technical projects simultaneously
- Manage the Development cycle for all technical projects
- Hold project lead status to triage and maintain timelines within projects
- Identify project requirements, develop and maintain project plans and schedules
- Understand the project vision and keep project in line with that vision
- Communicate with team members regarding projects, development, tools and procedures
- Participate in software validation process through development, review and quality testing
- Know current company processes for each department and position
- Maintain confidentiality with regard to the information being processed, stored or accessed
- Solid understanding of business fundamentals and the role of Development within the organization

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

Bachelor's Degree in Computer Science or related field; or equivalent combination of education and work experience.

## **Technical Skills and Competencies**

- 4+ years of work experience in developing and/or managing software applications
- Knowledge of current application programming languages and tools. These include C#, VB.NET, Microsoft SQL Server, HTML, JavaScript, and XML
- Experience in Software Development Life Cycle (SDLC)
- Experience with Agile software development methodology
- Ability to communicate effectively both orally and in writing with both technical and non-technical employees and customers
- Action oriented, self-motivated, good listener, adaptable to change
- Enjoy being part of a team, customer focused, earn trust of team mates
- Dedicated to company and personal core values.
- Practice safety and adhere to all company safety policies.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand and walk. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles. The noise level in the work environment is usually moderate.

Masterbuilt Manufacturing is An Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status or other characteristic protected by applicable law.

Qualified candidates should apply for the position by sending his/her resume to [HR@masterbuilt.com](mailto:HR@masterbuilt.com)