

About FoodOps

FoodOps supports the next generation of food visionaries. We provide structure and guidance; forecasting/planning; execution and excellence during a CPG company's growth phase. In short, we operate as a fractional VP of Operations until our clients create their own infrastructure. Since 2016 we have helped our clients develop or scale successful popcorn, snacks, chips, bars, packaged dry mixes, frozen meals, sauces, and coffee products.



Project Manager - Part Time

As a Project Manager, you will be responsible for supporting 1-4 clients in defining and executing their operational objectives. Potential objectives could involve food safety, food quality, establishing or maintaining co-manufacturer relationships, new product development and commercialization, production execution, continuous improvement, feasibility studies, or facility buildouts. You are expected to lead various weekly meetings for each client and provide direction towards agreed-upon goals.

A Project Manager at FoodOps is a fast-paced and challenging role that encourages growth. FoodOps has a roster of project managers that can be deployed to a particular project given the client's need. We strive to start project managers with their core competency, but expand their scope at a comfortable pace for the employee and company.

Details

This is a contract position. You or your business will be required to fill out a W-9 and pay Self-Employment taxes quarterly/annually. Invoices for services performed and service related expenses will be submitted to FoodOps monthly.

Salary: \$35-50/hr with potential annual bonus

Reports to: Senior Project Manager

Schedule: As a contractor, you will define your own schedule. There are required hours each week dictated by mandatory client-facing meetings.

Location: FoodOps is composed of independent contractors that work remotely. Our primary support region is Minnesota's Twin-Cities Metro area.

Travel: Weekly or bi-weekly travel to facilities in the Twin-Cities is expected. Some clients may have production facilities outside of the Twin-Cities; travel to these plants is occasionally required. On average, Project Managers have extended travel once per quarter.

Responsibilities include:

- Diligent project tracking, documentation, and followup
- Effectively lead meetings with client and FoodOps support team
- Create and maintain fluid and effective project schedules
- Forecast deficiencies and unrealistic expectations while identifying solutions
- Proactively handle project issues and/or risks
- Work closely with customers, technical experts, vendors, and plant personnel
- Effectively manage resources as a representative of each client
- Provide concise and thorough project updates to FoodOps Leadership
- Project positive attitude while establishing effective professional relationships

Requirements:

- Educational background can be broad. Successful candidates may have a degree in the following fields:
 - Food (Food Science, Quality, Nutrition, Agriculture, etc.)
 - Engineering (Chemical, Biosystems, Mechanical, Manufacturing, etc.)
 - Business (Supply chain, or Entrepreneur focus preferred)

AND/OR significant experience in CPG operations or business development.

- Must have a productive remote work arrangement
- Excellent organizational skills
- Proficiency in Google G-Suite
- Comfortable in face-paced environment
- Valid driver's license and reliable transportation
- Concise and frequent written communication
- Effective delegator
- Critical thinker and problem solver; and
- Team player with a focused attention to detail

Application

If interested, please submit a resume to John Castillo at john@foodopsllc.com