

## Project Manager - Intern

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Company: OneSeven Tech

Location: Buenos Aires

Category: arts-design-entertainment-sports-and-media

## Project Manager - Intern

OneSeven Tech is a Digital Product Studio for Startups and Enterprises. Empowered by a global team, we help companies plan, design, build, and support high-quality software products. Our portfolio of startups has raised over \$55 million from top VCs and accelerators. Our Enterprise clients range from mid-market 2,000-person organizations to publicly traded enterprises on the NASDAQ.

We love building digital products and helping companies succeed in their market. Working at OneSeven is an excellent opportunity to test your skills, build new skills, and be an early employee at a growing startup.

OST's Headquarters is in Miami, Florida, but our employees work remotely worldwide. Our 3 main locations are Miami, Mexico City, Mexico, and Buenos Aires, Argentina. We are seeking talented software experts to join our team near one of our three locations.

**About the Role:** As an Assistant Project Manager/Intern at OneSeven, you will be an integral part of our project management team, supporting the successful execution of our projects. Your primary responsibilities will focus on product requirements documentation and ensuring meticulous management of tasks in ClickUp.

**Onboarding:** For the first few months, this candidate will be required to work in the office 2-3 times a week with the CEO and Engineering lead for faster onboarding. After a few

months, a more hybrid approach will be accepted.

### **Responsibilities:**

Create and manage detailed product requirements documentation (long-form).

Collaborate with the project team to ensure task descriptions are complete for design, development, and QA.

Assist in maintaining organized sprint, list, and task management in ClickUp for each client space you are assigned too.

Join internal project-related meetings to take notes and help follow-up on action items from the call.

Support the Project Manager in various project-related tasks.

### **Qualifications/Requirements:**

Intermediate English level (important)

1-2 years of experience in a project management type role or currently studying project management, computer science, business management, social sciences, or related fields.

You are highly organized and proficient in task management.

You are proactive and take ownership over your responsibilities.

An interest in project management and a desire to grow in this field.

Ability to work both independently and collaboratively in a fast-paced environment.

Ability to quickly adapt, learn, and solve problems.

Team player, willing to jump outside their role to help the greater team.

Ability to research as you work.

Ability to be accountable for your own time in a fully remote environment.

The desire to contribute to a growing, dynamic team and help shape process, practice, and operations.

You will need to provide your own workspace with reliable Internet service.

Agile + Scrum Methodology knowledge.

You are passionate about the startup environment and eager to learn.

You have a keen eye for detail and excel in documentation.

You are highly organized and proficient in task management.

Strong written and verbal communication skills.

**Benefits/Compensation:**

Hybrid - occasionally a few times a week in the office and the rest remote

Contract-based employment

Starting at \$350 - \$600 depending on qualifications

There are currently NO formal benefits packages available (health insurance, retirement plans).

Trial period for 2 months after which we will reevaluate the contract

Freelance - we are open to it

**PLEASE SEND RESUME IN ENGLISH.**

**PLEASE NOTE: 1-2 INTERVIEWS WILL BE IN PERSON IN BUENOS AIRES.**

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