



# Product Manager

ECRA Group Inc. - Schaumburg, Illinois

Qualified Candidates send cover letter and resume to [itjobs@ecragroup.com](mailto:itjobs@ecragroup.com)

## Job Description

We are looking for a motivated, full-time product manager to join our team. The product manager works with a cross-functional team of leaders to ensure software development requirements and timelines are met. This position reports to the Vice President of Systems Development. As a rapidly growing company, your creative ideas and execution of responsibilities are crucial to our successful trajectory.

## Key Responsibilities

- Define product requirements, features, functionality, user stories, success criteria, prioritization and release plans for assigned product areas
- Help identify the biggest problems to solve and navigate trade-offs
- Maintain product backlog and develop a living knowledgebase
- Create clarity amongst ambiguity and complexity on assigned initiatives and enhancements
- Create wireframes
- Build a deep knowledge of our systems and users
- Leads the adoption of complex features (epics). Assist with the launch and adoption of basic features (user stories)
- Serves as gatekeeper for feature demos. Ensure demos meet minimum standards to present to stakeholders
- Drives continuous improvement of the product management process by documenting and reviewing processes and procedures

## Skills and Experience

- Team first individual, motivated in teamwork and success
- High level of curiosity and the ability to ask probing questions
- Know how to gather feedback, manage feature requests, derive priorities, write stories, wireframe ideas, set acceptance criteria, schedule releases, and keep everyone informed
- Ability to make complex concepts accessible, able to extrapolate complex conversations and provide teams with valuable summations on requirements and forward conclusions
- Great interpersonal skills, able to thrive in productive debate with respect and shared goals
- Effective working with remote first teams
- Comfortable interacting with people at all levels of an organization, including Executive Management
- Proficiency with standard MS Office and GSuite
- Adobe XD, Sketch, or Figma Experience a plus
- Be self-driven and able to perform with minimal supervision in a team environment
- Undergraduate degree in related field, industry certifications, or Agile experience
- Experience managing Issue and Project tracking software or relatable platforms
- Candidates must have permanent authorization to work in the USA