

The Manager, Commercial Implementations, will lead and manage the day-to-day responsibilities related to Issuer and Merchant implementations for the global Commercial Team. This includes all steps from initial onboarding with ACH (if applicable) to following up and tracking the completion of all required tasks for a successful launch. This role includes handling additional responsibilities that fall to Commercial to complete and monitor, including merchant recruitment updates, status and project reporting, and compiling data for internal and external parties, as necessary. This full-time remote position is based in the United States and reports to the Director, Project Management and Implementations.

**Duties & Responsibilities**

- Lead the day-to-day project management activities for commercially focused implementations.
- Communicate status and next steps to all internal and external parties involved in implementation.
- Responsible for setting project call cadences, generating project agendas, leading the project call with all parties, tracking tasks and deliverables and ensuring follow-up occurs from task owner in a timely manner.
- Serve as designated project management resource for other departments if the need arises. Collaborate with other UATP departments that engage in the project to ensure that each team is overseeing their tasks.
- Prepare detailed project plan (SmartSheet) for each Project Implementation to include identified tasks, deliverables, timelines, milestones, phases, task owners and at-risk items.
- Track Merchant Recruitment efforts and compile Commercial team updates for Board of Directors Report.
- Oversee creation of weekly Commercial status report for intra-company dissemination.

**Qualifications**

- Bachelor's degree and at least two years of related work experience or an equivalent experience combination of education and experience from which comparable knowledge and skills may be acquired. Payments industry experiences desired.
- Comfortable with projects that involve technology, software, and integrations with external entities.
- Proven project management skills and ability to manage multiple projects at one time.
- Ability to establish and maintain positive professional relationships with managers, co-workers, Members, and partners who work across the globe.
- Proficiency in Microsoft Outlook, Word, Excel, and PowerPoint. Knowledge of other Microsoft and project management software (SmartSheet) desired.
- Ability and willingness to work across various global time zones which will require working outside normal business hours from time to time.
- Advanced (C1/C2) proficiency in English (written and verbal).
- Residency in the U.S. with eligibility to work in the country of residence without sponsorship.
- Ability and willingness to travel domestically and internationally up to 10% of the time. Trips may be overnight, weeklong, and weekends.

If you meet these qualifications and want to join the most knowledgeable and creative talent in the industry, [submit your resume on LinkedIn](#) today!

This job posting is intended to describe the general nature and level of work to be performed by the individual assigned to this position; it is not to be construed as an exhaustive list of all responsibilities, duties, and skills required. Staff may be required to perform duties outside of their normal responsibilities as needed.