



## **PROJECT MANAGER (TRAVEL / EVENTS INDUSTRY)**

Format: Independent Contractor, Full-Time

Based: Remote

Time zones preferred: between GMT-6 and GMT+2

Start date: ASAP

### **JOB SUMMARY**

The Project Manager role at DHARMA holds the exciting and important position of overseeing the process mapping between the critical business functions of trip development, event planning, and database management. We're seeking a professional Project Manager with a strong background in business operations, process optimization, and cross-functional coordination. As the successful candidate, you'll bring extensive experience with Monday.com, Google Suite, and HubSpot, and be prepared to drive the development and implementation of effective processes, ensuring deadlines are met, and upholding the highest quality, safety, and sustainability standards across all projects.

### **RESPONSIBILITIES**

- Oversee the end-to-end trip development process for Trips and Events
- Work closely with internal teams including sales, talent, trips, made, operations, marketing, and tech to ensure seamless project execution
- Collaborate with trip designers to align on stakeholders, timelines, milestones, and deliverables
- Manage the Trips Pipeline board by tracking progress, assigning tasks, and ensuring adherence to the established process
- Identify process inefficiencies and recommend improvements to enhance team productivity and project outcomes
- Facilitate regular project meetings to review progress, address issues, and realign priorities as needed
- Build useful automations, dashboards, and reports for different teams and stakeholders.
- Analyze industry trends and internal data to provide relevant insights
- Introduce useful tools and ways of working to continuously improve processes across the business
- Own the handover process from Trips/Events to Operations
- Ensure all documentation is saved accurately in company Google Drives
- Bridge the Trips and Tech team by ensuring any co-owned projects are prioritized and planned effectively and in a timely manner



- Act as the main point of contact for internal stakeholders, providing updates on project status and addressing any concerns promptly
- Conduct post-trip launch evaluations to identify successes and areas for improvement, ensuring continuous enhancement of our trip development process
- Train and mentor team members on project management best practices and tools
- Foster a collaborative and positive team environment, promoting open communication and teamwork
- Ensure all projects are taken from creation and design through to delivery, ensuring that all teams are aligned and communicating effectively
- Proactively monitor projects to anticipate potential risks and identify solutions to address them in advance
- Drive ongoing improvements in the trips, events, database management, and contracting functions
- Plan for and prioritize deliverables and resources from across all projects, based on scope of work and project goals
- Consistently review and improve the approach and processes to shorten the Trip and Event delivery timelines

## **SKILLS**

- Bachelor's degree in Project Management, Business Administration, Travel & Tourism, or a related field
- Minimum of 3-5 years of experience in project management, preferably within the travel industry
- Proven experience with project management tools (e.g., Monday.com, Trello, Asana) and methodologies
- Strong organizational and multitasking skills, with the ability to manage multiple projects simultaneously
- Excellent communication and interpersonal skills, with the ability to work effectively with diverse teams and stakeholders
- Detail-oriented with a focus on quality and accuracy
- Problem-solving skills and the ability to think critically and strategically
- PMP or PRINCE2 certification is a plus
- Proficient in data analytics and reporting, contributing significantly to informed decision-making processes
- Committed to continual improvement and adept in progress review processes
- Strong interpersonal skills, experience collaborating with cross-cultural and geographically dispersed teams



- Proactive, self-motivated, and tenacious, with an entrepreneurial spirit, the ability to take bold initiative, and a desire to exceed expectations
- Experience with Google Suite, HubSpot, and Slack
- Fluent professional English, both written and spoken
- Experience in fast-paced, start-up environments preferred

### **HOW TO LEARN MORE**

Thank you for your interest in DHARMA. We appreciate your enthusiasm.

To apply for this position, please send us your CV and cover letter. To do this you can submit the job application form linked [here](#) and on our Careers page at [seekdharma.com](http://seekdharma.com).

### **ABOUT DHARMA**

Our mission is to bring the world together through the power of shared experience.

DHARMA is a fast-growing, travel-tech startup who's innovative B2B2C business model creates, builds, launches, and operates trips and events for influential people and brands created around passion points - from fashion to wellness to food and wine. Our dynamic, enthusiastic team has a positive impact on the world and does exceptional work. Together, we are revolutionizing the way travel experiences are built, promoted, and delivered.