

We're looking for a dynamic Project Manager to join our collaborative & enthusiastic client service team.

If you're smart, a self-starter, enthusiastic, and enjoy working in a fast-paced, creative, fun, and highly collaborative environment, then we'd like to meet you!

Project Managers are responsible for helping support our Client Leaders (a.k.a. Account Executives) in the leadership and management of our valued clients' projects, from kick-off to successful completion. They must have strong leadership and collaboration skills to rally internal teams, keep things on track, and maintain enthusiasm:

- *Seamlessly transition on and off projects as required to support the Client Leaders*
- *Be well organized and able to handle multiple projects & priorities, keeping yourself and the internal team on track & schedule to meet our client deadlines*
- *Ability to think fast on your feet; make choices about what is most critical to accomplish that day for yourself and the team to meet immediate deadlines vs. what can wait till tomorrow*
- *Ability to help manage project financials, including estimates and budgets*
- *Management of external vendors & partners; photographers, comp house, printers, etc.*
- *Must have the ability to collect & organize multiple documents, inputs, emails, etc. from clients to develop detailed write-ups for our internal teams*

Strong communication skills (verbal & written):

- *Communicate effectively, including active listening, to clearly understand client requests and be able to brief other internal team members*
 - *Attention to detail. Whether in written communication with clients, writing estimates, job write-ups, client contact reports, or developing & proofing copy (presentations & package copy)*
 - *Includes strong proficiency in Apple OS, Google Mail & Docs, Keynote, and MS Office*
- Exemplify our clients Creative attitude & culture:
- *An enthusiasm and willingness for learning*
 - *Foster open and respectfully direct communication; the ability to give and receive feedback*
 - *Plays well with others; ability to work effectively in and with cross-functional teams*
 - *Quick thinker with a solution mindset; ability to troubleshoot and solve problems on the fly*
 - *Professional presence and appearance (but casual is OK)*
 - *Have fun while doing your job!*

Desired experience:

- *BA/BS Degree or equivalent experience*
- *Minimum 2-3 years of experience within marketing communications, branding & package design, or the consumer products goods industry (either client or agency side of business)*
- *This is an entry-level position, but also the right role to launch your exciting career in client engagement*