

PROJECT MANAGER

Full Time | On-Site

WHAT WE'RE LOOKING FOR...

Not only do you love and live for lists and organization, you also thrive in taking care of all the details, checking items off your to-do list, and serving as a “hub” of reliable, accurate project information for the agency and our clients. As a Project Manager, you drive the implementation of strategy and tactics throughout the lifecycle of multiple projects. Through collaboration with project teams, you'll determine the best way to meet each client's expectations and deliver projects on time, on budget and within the project's defined scope.

WHAT DOES A PROJECT MANAGER DO?

At West Edge, a Project Manager:

- Develops project plans, resource availability and budgets to support the West Edge team
- Is the secondary contact for Clients when Client Success Managers aren't available
- Manages the execution of projects internally to meet scope of work, timeline and requirements
- Identifies scope creep and any required change orders needed
- Ensures the accuracy of project information in our agency management system
- Manages resource allocation of project team members both internally and externally
- Manages and reviews all project deliverables and workflow within the agency
- Coordinates and leads internal project and resourcing meetings
- Documents and communicates client meetings to agency team
- Responsible for reporting on project profitability, efficiency and utilization
- Utilizes report data to determine ways to streamline project architectures and processes
- Ensures accurate client billings and reconciliations with Client Success Managers
- Upholds agency culture and core values internally and externally
- Stays current on all agency products and services

EXPERIENCE

- Minimum of two years experience with project management, in marketing or creative production
- Experience with project management software (familiarity with Workamajig a plus)
- Experience with responsibilities stated above

