

Experienced Digital Marketing Project Manager

The Project Manager's role is a mission critical client interface and project management role. This key person sets the client relationship tone and is directly responsible for the project planning, operations, management, client value adds, and reporting for the account(s).

The Project Manager oversees account project team & deliverables management, reporting, and job costing, and keeps the project and its team members running smoothly while keeping the client happy via proactive communication and constant evidence of value adds. The Project Manager should understand all aspects of the client's business and marketing goals to aid better project performance and service up-sell opportunities. The Project Manager is responsible for the creation of client and project related materials. The Project Manager should cultivate and grow client relationships and business opportunities at all levels.

This position is for someone with tough (thick) skin, can handle multiple tasks at once and is a "Rock Star" under pressure. Prior experience with a large scale organization and celebrity clientele is strongly desired. ABSOLUTELY MUST HAVE experience dealing with high-level organizations, have entertainment experience and understand crisis management. If you have this, then you will love working for us.

Desired Skills & Experience

Including but not limited to:

- Manage tactical initiatives for the client's business; maintain a focus on the short-term deliverables, concurrent with a firm understanding of the client's long-term goals
- Proactive and daily building and maintenance of client relationships while providing superior customer service
- Develop, create, and lead client reporting and presentations
- Communicate with Agencies, Clients, Operations, and Traffic Control to ensure timely and accurate campaign launch, delivery, reporting, invoicing and job costing
- Proactively anticipate project challenges and/or problems and be able to quickly respond to them
- Constantly research, understand, suggest, and adopt new search marketing and social media techniques and technologies that are relevant for client's strategies
- MUST HAVE SKILLS:
- Self-starter and self-manager with HIGH Honesty, Ethics, Reliability, Professionalism, Consistency, Attention to Detail and Pride in a job well done.
- Excellent verbal and written communication skills
- Very Strong Computer/Internet Skills including STRONG Word, Excel and PowerPoint ability
- Ability to establish and maintain effective managerial relationships with team members and clients.
- STRONG ability to maintain workflow and meet deadlines.
- Min 1 year in paid and non-paid search engine marketing client management position or ad/media agency client management position with strong knowledge of search, social media marketing, and related strategic planning
- Additional online marketing/interactive agency experience a plus
- Professional and highly personable attitude, appearance, and demeanor: You are one of the main "faces" to the client
- Proven ability to lead and manage a team
- Strong client service ability and comfort
- Ability to be reachable in an emergency situation by management or clients on nights/weekends
- Crisis management
- Large organizational experience

If you have an interest in this position, please provide a case study or a solid example along with your resume and cover letter detailing a project you managed, how many people you oversaw and what kind of reporting metrics you used. To respect NDA's, white labels are okay.