

gyro:

PROJECT MANAGER JOB DESCRIPTION

SUMMARY

Reporting to the Senior Project Manager, the Project Manager will be responsible for managing job schedules, balancing resources, maximizing staff utilization and ensuring all projects are seen through to completion.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Confer with key team members to develop a project plan, milestones and required tasks for each project
- Work with Creative Directors, Account Management and Production to generate the schedule for overall project completion and make updates as needed, notifying all appropriate parties
- Work with Account Management to create a scope of work (SOW)
- Assemble the project team by coordinating with Senior PM, Creative Director and other department leads
- Follow up to ensure project goals are being met, projects are within scope and budget, and provide direction and insightful solutions to issues when needed
- Regularly communicate status of projects by means of weekly meetings, status reports, and updates throughout the day
- Help to maintain overall quality by assisting Account Management with proofing materials prior to routing
- Obtain necessary approvals from required departments by initiating and conducting formal review meetings
- Ensure that the fundamental processes are adhered to
- Influence and evangelize process improvement initiatives across multiple departments and locations
- Must be able to diplomatically enforce deadlines
- Willingness to do what it takes to see jobs through to completion and meet tight deadlines

EDUCATION/TRAINING/EXPERIENCE

- Bachelor's degree and 2+ years of project management experience
- Excellent communication skills, both written and oral
- Familiar with artistic design and design process
- Skilled in using project management applications (ex: Microsoft Project)
- Must be able to coordinate and facilitate discussions, meetings and project oriented workshops across client and agency teams
- Must have outstanding interpersonal and problem solving skills and be a team player
- Previous project management experience with advertising/marketing agency a plus but not mandatory