

PROJECT MANAGER

Do you wear hats? Like, a lot of them? Good. We're looking for a multi-faceted, multi-talented, multi-everything Project Manager. If you've got agency experience, lots of hustle and a desire to join a rapidly growing creative shop – get in touch.

Project Manager, Account Manager, Producer, Client Charmer, Creative Cheerleader, Marriage Counselor...the title matters less than what's behind it: someone who can keep work moving, clients excited, creatives empowered, i's dotted and t's crossed. You will be an integral part of Proverb's growth, and will be expected to implement systems and practices that help complete work on time, under budget and to the delight of our clients. You should be agency-groomed, insanely organized, and have tremendous communication skills. If you've got all that (we know, it's a lot) but don't take yourself too seriously to know a good cat video when you see one—you're it. We're looking for you to join our team right away!

RESPONSIBILITIES

- Coordinate project teams consisting of strategists, copy writers, designers, web developers, free lancers and vendors to take multi-layered projects from concept to production
- Demonstrate excellent client service as the primary point of contact for multiple accounts
- Effectively manage budgets and timelines to keep projects on track and within scope
- Lead and document the creative process through team sessions and project planning, ensuring client expectations are met
- Balance multiple workloads and deadlines while bringing a passionate attitude into the office
- Collaborate with New Business Development team to manage new prospect leads and crafting proposals
- Open and close project meetings, as well as identifying next steps and action items within scope of work

REQUIREMENTS

- You have 3-5 years of Project Management experience in a creative agency
- You have a Bachelor's degree in Marketing, Communications or a related field
- You have exceptional verbal and written communication skills (ideally 2-4 years writing scopes of work, contracts, etc.)
- You're willing to wear many hats and bring creative solutions to our growing business
- Knowledge of FunctionPoint or similar project management software a plus (i.e. SmartSheet, Gantt Charts, Basecamp)
- Love of 90s hip hop a plus, sense of humor a must

ABOUT PROVERB

Founded in 1999, Proverb is an award-winning Boston based agency that specializes in making places that people love. With a focus on truth and simplicity, our work takes a long-term strategic approach to developing and enhancing our client's business, with teams spanning brands and market strategy, advertising, identity and naming, interactive design, product development and communications design.

Proverb

*Please send your resume and a link to your portfolio to jobs@proverbagency.com with subject line as **PROJECT MANAGER**.*