

## Project Manager

### Job Description

The Project Manager (PM) works directly with the entire Swim Team and the Account Director's assigned clients. This person is responsible for documenting and coordinating projects, managing timelines and calendars, funneling the workflow through Basecamp (a project manager software tool) and assists in creating budgets. In this role, the PM is responsible for sound, proper and timely execution of all assigned work, is knowledgeable of all client work, and understands agency capacity and keeps realistic calendars for optimum success. Good grammar and confident presentation skills are very important. The nature of the PM's position requires on-going and in-depth interactions with both the agency's staff and client representatives and therefore must maintain professionalism at all times. The Project Manager stays current with marketing trends and is a continuous learner.

Project Managers report to: Director of Account Services

### Job Duties

- Initiates jobs and manages workflow through Basecamp
- Account planning - identifies opportunities for existing clients and also new business
- Creates and manages timelines and produces production calendars
- Manages day-to-day client requests and attends client project meetings
- Develops and circulates project status reports
- Writes estimates and ensure that work stays within the agreed upon estimate
- Keeps track of billing and invoices and account receivables
- Creates and maintains budgets and mitigates costs to increase profitability
- Allocates tasks to Swim staff, checking in on progress toward tasks on a daily, weekly or monthly basis
- Manages vendor and contractor relationships
- Schedule and a weekly and monthly planning meetings, follows up with notes and coordinates next steps
- Translate client requests in a clear manner for creative staff
- Perform miscellaneous tasks from Account Staff
- Assist with new business preparations
- Other duties as assigned



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### **General Knowledge and Concepts**

- Maintains a very organized work environment
- Possesses clear communication skills
- Maintains healthy communications with appropriate agency and client personnel to ensure that assigned work is handled in a positive, timely and efficient manner
- Heads off potential conflicts and problems before they materialize, identifies alternative solutions
- Understands the components of marketing and advertising strategies
- Handles pressure and stress without sacrificing quality

### **Preferred Skills**

- 2-5 years of experience in a business-related field
- Knowledge of business and management principles
- Educational degree in communications or marketing
- Team player who is highly organized and can follow agency processes using Google Suite, Basecamp, and other internal software applications
- Excellent writing and verbal communication skills
- Self-directed

Send cover letter and resume to [Work@SwimCreative.com](mailto:Work@SwimCreative.com)