## Digital Project Manager

We are a fast-paced, innovative company and we take pride in the quality of our people as well as our work.  Although we are growing steadily, we strive to retain a relationship-based, people-focused environment. We are committed to creating a welcoming and rewarding workplace for clients and employees alike.

**The Role**

As a Digital Project Manager, you’ll be responsible for overseeing the lifecycles of multiple new client projects, from the sign off to site launch and beyond. You will navigate an array of client relationships, project timelines, last minute changes, and launches.  By collaborating with our technical and strategy teams you’ll be delivering high quality and efficient implementations to our valued clients. In this role you will:

* Become an expert in all things to do with our company – our solutions, services, and mission – in order to ensure we continue to deliver results quickly and effectively for our clients
* Create, maintain and update detailed project plans that will drive expert schedule, resource and client management
* Proactively identify and mitigate project risk, and expeditiously resolve project issues
* Anticipate potential scope issues and proactively address internally and with client
* Develop trusted relationships with your clients – listen actively to their concerns and questions in order to better understand their requests and perspectives
* Encourage and facilitate strong project communication with your team using collaboration tools, in person meetings, and “management by walking around”
* Participate in the overall improvement efforts of the Project Management team by seeking opportunities for feedback and development
* Maintain a positive, can-do attitude, acknowledge and appreciate teammates’ contributions and contribute to the overall culture and ethos
* Travel 10 percent of the time to meet customers on site and represent our company at external events

**Requirements**

* You have a completed Bachelor’s degree
* You have 5+ years of experience as a web/digital/interactive project manager or similar position in an agency or comparable industry environment
* You have experience using project management software such as MS Project, AtTask etc.
* You are web savvy and possess a working understanding/experience in SDLC including strategy, requirements definition, design, usability, content development, web development, and QA.  You are familiar with content management systems (CMS).
* You have experience reviewing site metrics and making strategic decisions based on data
* You have experience managing, communicating and building relationships with clients
* Ability to work from home / remote and travel to client sites and other company offices
* Strong collaboration and team building skills

**Soft Skills:**

* You are a self-starter who takes ownership of your work.
* You are constantly learning to better yourself personally and professionally.
* You are not afraid to make mistakes in order to learn and develop.
* You don’t settle for the status quo….you turn over every stone in search of improvement and opportunity.
* You are transparent in your communication and you always look for the win-win when dealing with colleagues and clients.

**Extra-Credit**

* Masters/MBA
* PMP certified or in process
* Experience with SiteCore implementations