

Project Manager — truematter

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Overview

Project Managers oversee and direct multiple projects and ensure that they meet or exceed internal and client business expectations and are delivered on time and within budget. Project Managers communicate relevant project information to the client on a regular basis, including status, project risks, issues, deliverables, change control, and billing details. They may also participate in the business development and account management process.

Required Qualities

- Strong affinity for the Internet and the digital lifestyle.
- Insatiable need to bring projects in on time and within budget.
- Zealous drive to make interactive technology better for real people.
- Detail-oriented and highly organized work style.
- Fearless ability to speak with clients and teammates frankly and honestly.
- Excellent ability to write excellently, clearly, concisely, and quickly.

Responsibilities

Plan and lead projects.

Work with internal teams to determine project scope, approach, deliverables and schedule. Collaborate with team to estimate overall project costs accurately. Plan project resources in accordance with internal goals.

Lead clients through the project process.

Lead the client from project inception through completion including status reports, change control, project schedule, project budget, meetings, approvals and documentation. All the while, focus on leading the team to help the client achieve their business goals.

Lead internal teams.

Day-to-day project leadership of the truematter team including scheduling, status, oversight, maintenance of internal project-tracking tools and communication of priorities.

Bring projects in on time and within budget.

Manage project scope and change control assiduously throughout the process. Focus on projects' relationship to internal business goals. Communicate all issues early and clearly. Balance project quality (fundamentally essential) with profitability (obviously essential).

Become a user experience expert.

You must become a tireless advocate for users and grow personally in this area. You will participate in usability reviews, tests, prototyping and evaluations.

Essential Requirements/Skills

- Understanding of the Web and digital product development process including design, content, technology, and strategy.
- Advanced personal organization and time management skills (This goes without saying).
- Must be highly detail-oriented.
- Impressive written and oral communication skills.
- Strong proficiency with Microsoft Office suite.
- Experience with cloud-based tools such as Teamwork, Harvest, and Forecast.
- Ability to multi-task and meet tight deadlines.

Education

BA or higher in one of the following fields is preferred:

- Project Management
- Business Administration
- Human-Computer Interaction
- English/Journalism/Communications
- Library Science

Experience

Two-Four years as a project manager for a Web shop or digital product team.

You must show demonstrable experience managing Web, Web app, or mobile interface projects. If you lack this, you will have to WOW us with your innate understanding of interactive project management and you must have an outstanding ability to grasp and execute the position's requirements. Related coursework or experience is recommended:

- Project Management
- Microsoft Project / Project Tracking Tools
- Technical Writing
- Human-computer interaction

Evaluation Criteria

Applicants evaluated based on experience, interviews, and references.