



Project Manager

Department: Projects

FLSA Status: Hourly

Work Schedule: Remote Work

Job Status: Part time

Reports To: Director of Client Experience

Positions Supervised: team members

POSITION SUMMARY

The Project Manager is the focal point of the client relationship. They are responsible for managing the entirety of the project timeline, consistently communicating with all parties involved, and ensuring the scope of projects are achieved within budgeted time and cost guidelines. A highly involved and direct contact for clients, the Project Manager is the champion for our culture and core values as well as for the client.

ESSENTIAL FUNCTIONS

- Be the central point of contact for clients, team members, and vendors.
- Execute Statements of Work and Addendums with team members as directed by the Director of Client Experience
- Own the projects - Establish and maintain timelines for client projects and dig in when you need to!
- Coordinate client and team member relationships in accordance with Company Handbook guidelines
- Schedule and attend client reviews and team member meetings
- Cross-sell to match client needs and GreenCup Digital offerings
- Communicate individual and team capacity levels to Directors
- Track project hours for project completion and managing project invoicing needs
- Participate in continuous process improvement by providing feedback, tips, and tools
- Exhibit GreenCup Digital's Mission, Core Values, and Culture

POSITION QUALIFICATIONS

- At least 2 years of project management experience in digital marketing or related fields – Specifically as sole point of contact for clients
- Experience with Google Applications required
- Experience with Basecamp preferred
- Experience managing meetings, expectations and other digital marketing or related professionals
- Possess honesty, maturity, emotional control, and ability to maintain confidentiality
- Possess organization skills, self-motivation, and creativity alongside high levels of attention to detail
- Ability to communicate with team leaders and practice appropriate problem-solving techniques if the need arises.

I agree to assume the above listed responsibilities. I meet the essential job requirements as listed on the attached sheet, with or without accommodation. If accommodation is needed, it shall be agreed to in writing.

Applicant Signature: _____

Date: _____

HR and Management have reviewed this job description to ensure that essential functions have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by team leaders as deemed appropriate.