

Upstream 360: Project Manager

Position Overview

Our client, **Upstream 360**, located in **Blue Ash OH**, is a growing and progressive product communication agency that works with top brands on everything from tv commercials to new product initiatives. We believe in family-first, work second, and genuinely want you to excel in an environment you'll love.

They are currently seeking a **Project Manager** to join their team. The ideal candidate will possess a "jack of all trades" capability and have experience managing complex projects and executing initiatives while adapting quickly to client needs. You will enjoy a collaborative environment that provides support and compassion that celebrates thinking outside the box and fostering healthy debate. At their office, you can even bring your furry friend to work with you!

If you'd like to join a fast-growing agency that not only serves world-class clients, but also believes that you should be supported, cultivated, rewarded and challenged, let's talk!

Key Responsibilities

- Partner & build strong relationships with leadership, clients, and internal teams
- Provide guidance and oversight to execute accurate & timely delivery of projects in all stages
- Assist in the preparation of client ideation & strategic planning sessions, as well as prepare and manage project timelines
- Facilitate the collection & coordination of output decks following client ideation sessions
- Attend weekly/daily meetings as needed with internal & client teams to stay informed, providing consistent updates on all projects
- Learn and maintain knowledge of department & organizational processes
- Coordinate with extensions of client team for approval in branding, medical, legal, & regulatory services for information & assets pertaining to the successful delivery of projects

Requirements

- Bachelor's degree in Marketing, Communications, Journalism, or related field.
- 3+ years related client services or project management experience.
- Experience working in a creative field is preferred
- Strong business acumen including budgeting, scheduling, and contract negotiations with value-based selling skills.
- Proficient use of Microsoft Office suite, resource management tools, and Google tools.

Desired Attributes

- You're a growing expert in project management & enjoy having your hands in a little bit of everything
- Client meetings and presentations excite you because you're an excellent communicator
- You thrive in environments where you can dive into ambiguity & pull resources to make confident decisions
- You're curious & love to learn as well as excel in working collaboratively to achieve results, managing competing priorities with your team
- The agency world is a familiar beast that you're crazy enough to call "home"
- You lose sleep at night delivering anything less than excellence for your clients
- You've been told you're the "calm" amidst the "chaos"
- An organizational GURU!

Benefits & How to Apply

Benefits include a Flexible Culture, Pet-Friendly Office, Full Healthcare , 401k Match, Personalized Snacks & Drinks, Exposure to World-Class Brands, Fun & Collaborative Environment, and Generous PTO.

A Slice of HR is working with this client on a retained search basis. If you meet the qualifications and want to join this team of talented individuals, please send your resume to meagan@asliceofhr.com.