



## Kolar Design: Client Project Manager

### Position Overview

Our client, Kolar, located in the heart of downtown Cincinnati, is a premier creative consultancy specializing in strategy, design, and execution. With a unique blend of interpretive storytelling and brand strategy, they create innovative and holistic solutions, from identity programs to branded built environments, for clients around the world.

Kolar is currently seeking a **Client Project Manager** to join their team. You will enjoy a **hybrid** work schedule, working in the office and remotely, as well as a supportive working environment that fosters creativity. Kolar has maintained strong company values that focus on supporting employee growth and development. The Project Manager is responsible for developing, maintaining, and growing client relationships, ensuring project success, in support of the organization's strategic direction, vision, and values. This position will be responsible for proposals and estimating, scheduling, and resource planning, with the authority to monitor and redirect resources and deliverables. This role is largely self-directed and requires collaboration and adaptability within our fast-paced, multi-disciplinary team.

Reporting to the Business Unit, the **Client Project Manager** plays a critical role as a time management expert that can keep all aspects of a project on schedule from start to finish.

### Key Responsibilities

- Envision and strategize the approach to each project with client objectives and quality standards in mind on which the proposal, schedule and budget will be based.
- Develop proposals and statements of work for clients that align with Kolar's capabilities, and maintain those contracts throughout the project as well as initiate, plan, and conduct client meetings.
- Educate clients on the Kolar Way and act as an ambassador for Kolar within the client's organization demonstrating an integrated knowledge of our processes and their business needs while ensuring client satisfaction through impeccable service and relationship development.
- Work collaboratively and professionally with other company employees in cross-functional teams to achieve client and Kolar goals.
- Proactively define resource needs, oversee forecasts and actively manage overall project performance and resources ensuring deadlines and profitability targets are met. Own project timeline and deliverables, working with clients to secure approvals and with internal teams for on time delivery.
- Prepare, negotiate, and provide timely communication to the business office on proposals, budgets, schedules, and contract terms as well as manage scope of the work and all reporting systems.

### Requirements

- Bachelor's degree in business, design, marketing or architecture.
- Minimum of 5 years related client services or project management experience. Preferred experience working with Design, Marketing, Brand, Architecture, or other related field.
- Strong relationship building and communication skills; listening, written & verbal presentation skills.
- Adaptive, collaborative and drive to succeed.
- 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.
- Must be current on all COVID-19 and flu vaccinations

### **Desired Attributes**

- Creativity: Be Open to New Ideas, Refresh and Recover, Fail Forward and Take Risks, Drive Positive Change Internally and Externally.
- Integrity: Deliver on Commitments, Be Humble, Make Quality Personal, Be Open and Honest.
- Teamwork: Support the Team, Communicate Openly, Build Effective Internal and External Relationships.
- Leadership: Lead with Compassion, Advance Our Field, Be Client-Centric and Client-Focused, Use a Thoughtful and Strategic Mindset, Create Measurable Outcomes, Drive Toward Success.
- Inclusion: Embrace Perspectives, Share Knowledge, Connect Others to Opportunities, Make Positive Impact.

### **Benefits & How to Apply**

**Benefits include a competitive base salary, profit sharing, professional development, 401K contribution match, flexible schedule, PTO, HSA, Medical, Dental, Vision, Life, Long term disability & Critical Illness/Accident Insurance, EAP, and STD.**

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, inspired individuals who share our values and understand that leadership is a quality, not a title, please send your resume to [meagan@asliceofhr.com](mailto:meagan@asliceofhr.com).