



Upstream 360: Project Manager

Position Overview

Our client, **Upstream 360**, located in **Blue Ash OH**, is a fast-growing product communication agency partnering with top brands on everything from TV commercials to new product launches. Known for creating WOW moments through a blend of creativity and scientific insight, they foster a supportive, balanced work culture—complete with a dog-friendly office!

They're seeking a **Project Manager**. The ideal candidate will play a critical role in ensuring projects are communicated clearly, delivered on time, and at the highest level of quality. This role requires a highly organized, proactive problem-solver who can navigate fast-paced timelines and manage multiple cross-functional teams. The Project Manager will be a key partner to both internal teams and clients, ensuring expectations are met and exceeded every step of the way.

If you're ready to join a collaborative team that values innovation, healthy debate, and your personal growth—let's talk!

Key Responsibilities

- Help manage, and track detailed project timelines, schedules, and task assignments across teams.
- Support in project execution from kick-off through delivery, identifying risks and managing dependencies.
- Ensure scope, deliverables, budget, and hours are aligned and proactively communicated.
- Drive internal and client check-ins and touchpoints, holding teams accountable to milestones and deliverables.
- Collaborate closely with Account Management, Creative, Production, and Strategy teams to ensure seamless alignment.
- Identify and implement opportunities for process improvement across projects.
- Ensure projects are aligned with client objectives and the WOW factor standards we are known for delivering.

Requirements

- Bachelor's degree in marketing, Communications, Business, or related field.
- 1-3 years of project management experience in an agency or fast-paced creative setting.
- Strong leadership, organization, and communication skills with attention to detail.
- Proven ability to manage multiple projects and deadlines effectively.
- Collaborative, proactive, and solution-oriented mindset.

Desired Attributes

- Passionate about project management and thrive in dynamic, agile, fast-paced agency environments.
- Excellent communicator who enjoys client interactions and presenting ideas.
- Calm under pressure, highly organized, and confident making decisions in ambiguous situations.
- Collaborative, curious, and always eager to learn and deliver excellence.
- Known for balancing multiple priorities while keeping teams focused and clients happy.

Benefits & How to Apply

Benefits include a Flexible Work Schedule, Pet-Friendly Office, Full Healthcare, 401k Match, Exposure to World-Class Brands, Professional Development Opportunities, Fun & Collaborative Environment, and Generous PTO

A Slice of HR, a One Digital company, 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.senkowski@onedigital.com**.