



Project Manager

Seeking a freelance Project Manager with experience in a marketing agency environment. This individual would be responsible for overseeing the smooth execution of multiple client marketing projects, ensuring all deliverables are completed on time, and to the highest quality standard. This includes managing project timelines, allocating tasks to internal teams, coordinating with clients, and handling administrative duties to keep projects organized and flowing efficiently. Opportunity to take on additional projects and marketing execution with the right experience.

Key Responsibilities:

- **Project Planning and Initiation:**
 - Collaborate with account managers to understand client needs and project objectives.
 - Develop detailed project plans, including timelines, milestones, budgets, and resource allocation.
 - Create project documentation such as project briefs, work breakdown structures, and status reports.
 - Manage project kick-off meetings with internal teams and clients.
- **Project Execution and Monitoring:**
 - Assign tasks to team members based on their expertise and availability using online project management software platforms
 - Track project progress against timelines
 - Identify potential roadblocks and proactively address issues.
 - Conduct regular check-ins with team members and clients to ensure alignment and communication.
 - Manage project scope changes, ensuring approvals and adjustments to timelines
- **Client Communication and Relationship Management:**
 - Team up with leadership as a point of contact for clients.
 - Create and update client status reports and meetings as directed.
 - Address client expectations and feedback.
- **Administrative Tasks:**
 - Maintain project documentation and files in agency platforms.
 - Coordinate with vendors and external partners as needed.
 - Prepare project deliverables for client review and approval.



- Assist with post-project analysis and reporting to identify areas for improvement.

Required Skills and Qualifications:

- **Project Management Expertise:** Proven experience in managing multi-faceted marketing projects from initiation to completion using project management methodologies.
- **Strong Communication Skills:** Excellent written and verbal communication skills to effectively collaborate with cross-functional teams and clients.
- **Organizational and Time Management:** Ability to prioritize tasks, meet deadlines, and manage multiple projects simultaneously.
- **Technical Proficiency:** Familiarity with project management tools (Monday, Asana, Trello, Basecamp), CRM systems, email platforms and other relevant software.
- **Client-Centric Approach:** Strong focus on client satisfaction and ability to build rapport with clients.
- **Marketing Knowledge:** Basic understanding of marketing principles, including digital marketing strategies, content creation, and campaign management.
- **Attention to Detail:** Ability to proof, identify, and address errors in project deliverables.

Contract / 1099, part-time (20 – 32 hours per week, depending on workload and skillset, remote work – preferably located in the Pacific Northwest but not required. Negotiable billing rate depending on experience.

Please send your resume to info@bubblehatch.com.