

Project Manager

Wellspring Digital is looking for a talented, organized, and highly motivated project manager to support our Wellspring Digital team in delivering maximum performance and results for our clients. Your role will be integral to completing projects and initiatives on time and within budget as we continue to grow our client base.

We operate in the fast-paced world of digital marketing and require an individual who is a quick learner, and who works well under pressure. We are looking for someone who excels at managing workflows, a dynamic and experienced team and demanding clients. This person must anticipate the client's needs and always be two steps ahead of everyone else. Is this you? Read on...

Responsibilities:

- Plan and allocate resources to onboard new clients: identify contractual deliverables; create and assign all related tasks and their tracking in the workflow management system; set up and maintain reference files; implement communication and reporting touchpoints.
- Monitor, document, and manage progress toward task/phase/project completion, including prompt problem resolution; for example, all client – website developer communication.
- Provide routine, ongoing, and as-needed communication and/or reporting to stakeholders (team members, clients, vendors) throughout each project lifecycle, including facilitating meetings and updating report templates.
- Coordinate both internal and external resources to maximize efficiency and effectiveness, including the efforts/work product of vendors and independent contractors as well as the use of various web-based tools (data, contact management, marketing, tracking, social media platforms, etc).
- Manage internal assets such as accounts for website domains, licensing, servers, hosting companies, registrars, and subscriptions.
- Actively contribute to ongoing standardized workflow processes to enhance both individual and organizational peak performance

Requirements:

- Working knowledge of the tools, processes, and tasks identified above.
- Experience using a task or workflow management system. This role requires the applicant to complete all HighGear training and successfully obtain admin certification.
- Strong analytical and organizational skills.
- Ability to communicate effectively, both in writing and verbally.
- Regular weekly and monthly client reports are required.
- Comfortable working in a fast-paced environment with a mix of routine and emerging priorities.
- Ability to coordinate shifting priorities and manage multiple projects simultaneously.
- Willingness and ability to adopt new technologies and complete related learning curves.
- Website development knowledge would be helpful.
- Project management skills or experience in a similar role.
- Willingness and ability to work a minimum core weekday schedule of 9:00 am – 5:00 pm EST. Occasionally, additional hours will be required to meet client and company deadlines.

Compensation and Benefits:

- Remote position
- 4 weeks of paid vacation plus select federal holidays.
- Potential for bonuses
- Salary range - 45-70k per year based on experience.

Contact:

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