



CURRENTLY HIRING PROJECT MANAGER

Viscul Creative is looking for a full-time project manager to serve as the driving force behind the agency's growing project workload and ensuring projects are completed on time, on budget and with the highest possible quality. In addition, this individual will work with clients to collect all project details and necessary project assets in a timely and organized fashion.

We are a small, but growing team in an open work space, so it's important that you enjoy working closely with other talented creative folks. More so, this position takes a proactive role in the management of Viscul and contributes directly to the organizational growth of the agency.

If you're looking to play an integral role in a creative team and have fierce organizational and customer-service skills, apply today.

ARE YOU...

- passionate about customer experience
- particular about organization and ensuring a team effort
- proficient with project management systems, specifically Function Fox
- multi-tasker who is able to prioritize & manage work, adhering to critical project time lines in a fast-paced and deadline driven environment
- extremely detail-oriented with the ability to identify & correct issues
- natural leader comfortable with a high degree of ownership & accountability
- skilled in working with clients
- self-starter who is internally driven to make things better, exceed expectations, & actively collaborate with others

YOU WILL...

- play an integral role in the day-to-day operations of the agency
- manage and negotiate schedules and the multiple moving parts to every project
- communicate with clients on a daily basis
- ensure client satisfaction from beginning to end
- help staff manage and prioritize their time in order to meet deadlines and exceed client expectations
- coordinate strategic partnerships to ensure quality and efficiency
- assist with new business development and other studio responsibilities

Candidate must have two or more years of professional project management and/or agency experience with a degree in communications, marketing or a design field as well as have a history of successful cross-team collaboration. This individual will also need to demonstrate hands-on experience in gathering requirements, building timelines, and managing client expectations in a professional manner. If this sounds like you, please email info@visculcreative.com with your cover letter, resume, and three references.

You will receive a follow up email confirming that we have received your application materials. Only those most qualified will be contacted for next steps.