

SOUTHSIDE

CREATIVE

Position Title: **Agency Project Manager**

Position Summary:

We are searching for an agency project manager who can effectively manage multiple clients with multiple projects – in several different industries – all at once, while keeping everyone on time and on task.

Company Overview:

Established in 2007, Southside Creative Group is a full-service marketing firm providing businesses with creative and results-driven solutions. As an outsource marketing department to a number of companies, Southside Creative's outside perspective fosters thoughtful, cohesive and appealing points-of-view to solidify their clients' brands and help keep them ahead of the curve.

Essential Roles:

1. Strong creative and technical writing skills (anything from concepting ad copy and headlines to writing bios, naming companies, or SEO-friendly web copy)
2. Write for a variety of interactive and offline pieces from concept to design hand-off, including: brand identity, websites, print ads, marketing collateral, advertising campaign, etc
3. Optimize content for web and interactive projects
4. Use copy to distribute content through a variety of digital channels, including: email, website, social media campaigns, SMS campaigns, applications, etc
5. Maintain project deadlines and budget
6. Estimate and manage time accurately and independently

Skills Required:

1. Expert organizational skills
2. Strong ability to multi-task
3. Developed individual skills: communication, planning, time management, problem-solving, research
4. Developed team skills: collaboration, taking direction, delegating, asking for help
5. Strong knowledge of digital, search engine optimization (SEO) and social media trends and best practices
6. Solid knowledge of digital principles
7. Ability to think strategically and conceptually
8. Ability to create multiple solutions to address the needs of clients
9. Meticulous attention to details
10. Ability to prioritize and meet deadlines within a short timeframe
11. Good communication skills and sense of humor
12. Work well with a small team
13. Possess strong business ethics; be reliable and dependable
14. Experience with CS5 or greater
15. Ability to function well in a fast paced (and sometimes chaotic) environment often under tight deadlines

Experience/ Requirements:

- A minimum of 3+ years experience within an advertising agency setting
- Knowledge of project management processes required
- List of references

Benefits:

- Competitive salary
- Paid sick, vacation, and holidays
- Health insurance
- 401k plan with company matching

Please send a resume and references to info@southsidecreative.com