



## Project Manager

### OVERVIEW

Vice Media is seeking Project Managers to oversee client-facing programs from concept to execution in our Brooklyn, NY Office. Project Managers are responsible for assisting managing the P&L for an alcohol beverage client with specified profitability targets. The Project Managers will report directly to the Global Account Director.

### Roles and Responsibilities:

- Organizes everyday workflow with clients on assigned projects, oversees activities
- Establishes priorities, leverages existing processes and develops new ones to help achieve ABI objectives
- Initiates development of creative strategies with planning department
- Oversees creative production process
- Collaborate with an Account Manager and Account Director to find opportunities to generate additional revenue both with existing clients and new clients
- Responsible for delivering work within sold effective targets in conjunction with account and finance team
- Develops an understanding of the client's business, their needs, expectations, and requirements
- Ensures projects assigned are running smoothly and efficiently both internally with the team and externally with the client
- Works in a support role on both mid to large projects, supporting Account Managers and Account Directors

### Experience and Qualifications:

- Bachelor's degree required
- 1-6 years of related industry experience, preferably consulting, digital, video production, agency or direct marketing experience
- 1+ years of demonstrated track record of developing client relationships
- Experience managing people
- Strong knowledge or experience in marketing and advertising
- A solid understanding of project management and delivery of interactive and offline communication initiatives
- Ability to multi-task, and work within tight deadlines
- Ability to collaborate effectively with team
- Strong client-service orientation and interpersonal skills
- Creative thinking and analytical problem solving
- Good verbal and written communication skills

### HOW TO APPLY

<https://workforcenow.adp.com/jobs/apply/posting.html?client=VICE>