

# Job Description

## POSITION TITLE

**Project Manager**

## DEPARTMENT

**Account Services**

## POSITION REPORTS TO

Account Manager and all Senior Staff of Inward Strategic Consulting

## KEY DUTIES AND RESPONSIBILITIES

- Project Management at the execution level
- Engage in internal and external client meetings and/or calls
- Respond quickly to team needs, potential problems or issues
- Develop an understanding and knowledge base of Inward's capabilities
- Understand Inward's resources and how to apply them to the client's needs
- Maintain a thorough documentation of communication for all projects in our traffic management system
- Provide regular status updates and keep the team informed at all times
- Send out job alerts to the team – discuss any issues with the Client Account Director to ensure the appropriate people are notified via job alert
- Monitor and document all missed deadlines, both internal and client
- Operate with core principal of “one system and one entry” to prevent unnecessary spreadsheets and job tracking documents requested internally or externally

## EDUCATION

Bachelor's degree in Marketing, Advertising or a related field

## EXPERIENCE REQUIRED

- 2-3 years of experience preferred at an ad/promotion agency, creative design firm, PR firm, shopper marketing agency or communications consulting firm is a plus
- Demonstrate excellent organization skills
- Possess strong process and operational attributes
- Have direct experience with Traffic Management programs
- Ability to prioritize, multi-task and work with minimal supervision
- Strong attention to detail and ability to complete large volumes of work efficiently and effectively
- Superior MS Office skills (Word, Excel, PowerPoint and Outlook)
- Ability to learn and utilize internal project management and database systems
- Possess strong interpersonal communication and presentation skills
- Ability to positively influence, inspire and lead others cross-functionally
- Possess strong interpersonal communication and presentation skills
- Must be professional, honest, reliable, organized, driven and results-oriented
- Ability to communicate various points of view





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## ABOUT US

Inward Strategic Consulting is a Boston based, Internal/External Brand Consulting firm that specializes in vision, mission and values, team alignment, internal branding, change communications, external branding and communications planning. In addition we offer full-service marketing intelligence and research. We bridge the gap between strategic consulting firms and traditional advertising/communications companies.

We serve world class clients with our proprietary collaborative processes and thought leadership which are best in class. We are always client focused, with innovative talent and project management that foster long-term relationships and provide real value.

We are growing with many new nationally and internationally recognized client brands. We are expanding our capabilities and are adding fresh new tactical/executional capabilities that require us to hire a talented, self-motivated Project Manager. Inward has proprietary methods, processes and frameworks that sequentially improve employee awareness and understanding. As a result, our employees become committed and engaged which ultimately changes behavior to become supportive of strategic initiatives and brand programs. This is enabled through persuasive communications, creative expressions through experiential events, training, gamification, peer to peer and HR communications and recognition and reward programs.

## COMPENSATION

Compensation will be commensurate with experience. Full benefits package includes health, dental, 401K, life insurance, vacation, PTO and more.

## DESIRED SKILLS, EXPERIENCE & PERSONALITY

The ideal candidate will have a hands-on approach to creative problem solving and tasks in an efficient and timely manner. We are looking for someone who is a self-starter but at the same time can work within a team environment. This person must be able to adjust to a rapidly changing environment as demanded by our client, a world financial services firm. He or she must be a collaborative person that recognizes that great creative ideas can come from anywhere or be based on the team's abundant mentality. The candidate must have a sense of humor and be a people person as this individual will likely be the first point of contact with the client. This is a chance to be part of a growing and exciting corporate culture of inclusion and collaboration, creative excellence, productivity and efficiency.

