Project Manager

The Project Manager for Adsoka is responsible for the oversight and day-to-day internal activities of assigned accounts from concept to completion. The role typically involves administrative and project-based duties primarily related to the content management of data used to produce marketing deliverables.

Responsibilities:

- Manage multiple projects with various timelines (i.e. collect assets, coordinate with clients) (30%)
- Manage team and their tasks (30%)
- Communicate among all parts of the business for all marketing initiatives (20%)
- Monitor and analyze the effectiveness of all projects (i.e. create monthly reports) (10%)
- Quality assurance (10%)

Skill Requirements:

- Demonstrate enthusiasm towards team members
- Ability to anticipate challenges and resolve them quickly
- Willingness to develop intimate knowledge of marketing tools
- Strong desire to initiate ideas and influence change
- Flexibility to conform to changing client needs
- Comprehension of the various technologies utilized within the digital marketing arena, including web site analytics, third-party ad servers, media tracking tools, and multi-variate testing platforms
- Ability to give constructive feedback to others

Characteristics:

- Strong written and oral communication skills
- Detail-oriented
- Able to multi-task and use daily time management skills
- Strong organizational skills
- Self-motivated
- Flexible
- Able to accept constructive feedback
- Able to delegate and hold team accountable

Applicant Requirements:

- Applicants need to have at least 2 years experience and/or demonstrated abilities to perform the work