

LOOKING FOR A PROJECT MANAGER

JOB TITLE:

Project Manager

REPORTS TO:

Director of Operations

ABOUT TAILFIN:

Tailfin is a brand strategy + creative + marketing agency smack dab in the heart of Atlanta's Virginia-Highland neighborhood. We get brands unstuck by uncovering new insights, mapping new paths to success, and creating the stories that turn customers into advocates. Brands like:

- Start-ups in need of a brand ID and fuel to grow
- Challenger brands looking to gain ground on a category leader
- Established brands looking to change course or re-energize their message
- Expansive brands looking for agility and efficiency

The principles that guide us along the way are Do Great Work, Be Good People, and Stay Curious! We strive to become indispensable partners to brands we love and respect.

IDEAL CANDIDATE:

At Tailfin, Project Managers are the glue that keeps our projects - and people - moving together. We are looking for someone with 3-5 years Project Management experience; previous Marketing Agency experience is required. Passion for marketing solutions is a plus, as is previous experience with SmartSheet, Function Point, and/or Trello.

They must be and smart, nimble, confident, with a can-do, team-first spirit. We need an Impact Player – someone who makes work easier for all around them and can at various times be a team motivator or a solid supporter, while diving into the details and keeping team members (and clients) on track.

The ideal candidate has experience juggling competing projects + priorities across both traditional and digital media. They must have strong communication skills, but also is someone who gets excited about organization and has an eye for details. They have an ability to manage client demands + project deadlines with equal dexterity.

ROLE DETAILS + QUALIFICATIONS :

Candidate will support both Account Management & Creative Studio in project execution by:

- Oversee project life cycle: Define project scope; Create project plan; Identify dependencies; Create + track timelines for on time and on budget delivery
- Work with other PM team members to allocate Resources to projects based on priority and need
- Coordinate cross-functional teams to identify, communicate, manage and resolve issues and risks
- Partner with Account Management to deliver on client requests and competing priorities
- Serve as day-to-day execution lead for Creative Studio initiatives – responsible for tracking timing, dependencies, and project burn
- Interface with 3rd party resources as needed
- Ensure all project details are entered into Agency systems – timelines, creative direction, client feedback,
- Detail-oriented and thrives while working on multiple projects at once

HYBRID OFFICE

We believe there are real benefits that come with both in-person collaboration and heads-down-focused remote work. At Tailfin, we come into the office 3 days a week.