



## AM/PM (Account/Project Manager)

Sockeye is a creative agency with deep Portland roots. We are looking for people who want to do kick ass work and have fun doing it.

We execute brand experiences that strengthen relationships. Our work integrates multiple creative formats but is anchored in “strategy”. We provoke movement. Evoke real connections. Make something happen.

Sockeye is anti-structure yet highly-organized and hyper-focused. We like hyphens. We are comfortable with discomfort. We are growing. We learn something new every day.

Are you making your mark? Is it resonating? Is it rising above the chatter? Are you ready to collaborate, corroborate, kickasserate? Are you ready to think hard and play harder? Are you ready to make yourself nervous? Are you ready to join Sockeye’s epic battle against mediocrity?

Let’s do something worth doing.

### ROLE AND RESPONSIBILITIES

- » Responsible for the day-to-day management of assigned client/projects
- » Manage tasks and all communications between clients and internal team
- » Generate all client paperwork, from initial engagement documents through meeting recap notes and final invoicing preparation
- » Create, update and maintain project calendars; distribute to client and team members
- » Coordinate and lead project meetings; both internal and client-facing
- » Keep projects on time/budget
- » Develop proposals for new business opportunities

### SKILLS, QUALIFICATIONS AND PERSONAL ATTRIBUTES

- » Comfortable working in fast-paced, creative environment
- » Minimum three-years experience in client services and project management in an agency setting
- » Understanding, knowledge and interest in brand development
- » Excellent attention to detail and organizational skills
- » Excellent communication - both verbal and written
- » Possess grace under pressure while managing multiple projects
- » Ability to work proactively and independently while communicating with the team
- » Ability to respond real-time to changing situations and tasks
- » Experience working with web-based project management software a plus; bonus points for experience with Creative Manager Pro/Workamajig
- » Willingness to go above and beyond to make the work awesome

Please email cover letter, resume and salary requirements to [hello@sockeyecreative.com](mailto:hello@sockeyecreative.com). Please, no calls. Definitely no drop-ins.

