

# TREMENDOUSNESS IS LOOKING FOR A: JR PROJECT MANAGER / ADMINISTRATIVE ASSISTANT

## IS THIS YOU?

Tremendousness is a high-end design firm that makes complex things understandable and engaging. We are seeking an entry level project manager in our St. Louis, Missouri office to assist our senior project manager in delivering quality work to our clients, completing administrative tasks, and ensuring that the office runs smoothly. The ideal candidate is a self-starter with an attention to detail and is excited to learn how to manage creative projects in a fast-paced environment.

## WHAT YOU BRING

- Bachelor's Degree
- Interest in project management and the creative work fields
- Relevant internship or work experience
- Enthusiasm for learning new skills and taking instruction
- Strong written and verbal communication skills
- Excellent attention to detail
- Ability to shift gears throughout the day, handling multiple requests
- Ability to work independently as well as collaborate within a team
- A positive outlook and a penchant for problem-solving and collaboration
- Thorough understanding of Microsoft Office
- Familiarity with today's digital tools (Google Suite, Quickbooks, Dropbox, Acrobat, etc.)

Want to know what it's like to work at Tremendousness? Check out our blog at [tremendo.us](http://tremendo.us) and especially: [tremendo.us/2016/10/17/being-tremendous/](http://tremendo.us/2016/10/17/being-tremendous/) [tremendo.us/2017/05/03/a-tremendous-experience/](http://tremendo.us/2017/05/03/a-tremendous-experience/)

To apply, send resume and cover letter to: [jobs@tremendo.us](mailto:jobs@tremendo.us)

## WHAT YOU'LL DO

- Assist senior project manager in scheduling, budgeting, and QA of multi-workstream projects including infographics, animated videos, publications, Powerpoint presentations, and more
- Manage additional projects independently from start to finish, including creation of project schedule and management of project scope, hours, and budget
- Schedule and attend client meetings, taking notes and collecting action items as needed
- Assist with proper staffing of projects and workload balancing for our creative team
- Conduct quality assurance and proofing of deliverables prior to client delivery
- Deliver projects to clients via email, outlining next steps and framing the review process
- Complete weekly/monthly reporting for client and internal needs
- Manage project-related accounting tasks in Quickbooks
- Assist with Tremendousness' social media plan and postings
- Assist with occasional internal event planning

## TREMENDOUSNESS

We are a high-end visual design firm that makes complex things understandable and engaging. Our Saint Louis office is located in the heart of the Central West End.

