

TREMENDOUSNESS IS LOOKING FOR A: PROJECT MANAGER

IS THIS YOU?

We are seeking an experienced project manager to manage a wide variety of projects including infographics, animated videos, publications, and Powerpoint presentations within our St. Louis, MO office. The ideal candidate will be a self-starter capable of managing multiple projects at a time for several clients while maintaining a high level of project quality and client satisfaction.

WHAT YOU BRING

- Bachelor's Degree
- 3-5 years project management experience
- 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.)

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.



WHAT YOU'LL DO

JUGGLE

Simultaneously manage multiple projects from start to finish, including creation of project schedule and management of project scope, hours and budget

REPRESENT

Serve as primary point of contact to maintain client relationships and communication for the duration of projects/programs

MANAGE

Manage resourcing for a team of designers (and contractors) to properly staff projects and to ensure team is utilized efficiently

MEET

Schedule and attend client meetings, taking notes and collecting action items as needed

AS WELL AS...

- Conduct quality assurance and proofing of deliverables prior to client delivery
- 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

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

To apply, send resume and cover letter to: jobs@tremendo.us

