



IMPRESSIONS^{WHQ} INC

Seeking Marketing Account/ Project Manager

JOB DESCRIPTION:

Are you looking for a job that keeps you on your toes and engaged? Are you the go-to person everyone relies on? We are seeking a highly organized, proactive Account/Project Manager who will partner closely with the owner of a marketing agency.

This is a unique role for someone who thrives at the intersection of **client management, operations, and creative strategy & execution**. You'll work directly with a highly creative, big-picture leader—someone who generates ideas and strategy quickly—and your role will be to bring structure, follow-through, and execution to those ideas.

This role is for someone who excels in a high-expectation environment by taking ownership, thinking ahead, and ensuring everything runs smoothly and efficiently. You will interface directly with clients, vendors and other staff to execute strategies and campaigns.

IDEAL CANDIDATE CORE SKILLS:

- **Proactive Anticipation:** You anticipate needs and act before being asked.
- **Project Management & Execution:** You can take a "big idea" from conception to completion without needing constant direction and micro-management.
- **Exceptional organization & attention to detail:** You naturally create order & keep complex workflows on track.
- **Prioritization:** You easily manage multi-faceted (and often changing) schedules & priorities.
- **Results-Oriented:** You focus on quickly delivering high-quality, precise work.
- **Resourcefulness & Problem-Solving:** You independently find solutions to unexpected challenges.
- **Relationship Management:** You're adept at building trust and rapport with clients, staff and vendors.
- **Strategic Communication:** You clearly & concisely communicate client needs and creative director's vision to teammates and external parties.
- **Tech Savviness:** You are proficient in Google Workspace, Microsoft Office Suite, CRM tools, and Social Media

IDEAL CANDIDATE CULTURE & PERSONALITY:

- **High Emotional Intelligence (EQ):** You have an uncanny ability to read the room and respond appropriately.
- **Resilience & Composure:** You remain calm and efficient under pressure.
- **Flexibility Mindset:** You can quickly pivot when priorities change suddenly.
- **Discretion & Confidentiality:** You are absolutely trustworthy with private and business-sensitive information.
- **Sense of Humor:** You are pleasant, upbeat, fun to work with, enjoy quick-witted banter, and can appreciate an office that thrives on coffee, collaboration, and a cute collie pup.
- **Work Ethic:** You approach work and life with an 'all-in' and 'can do' attitude.
- **Creativity:** You're curious, enjoy learning, and consider brainstorming a fun activity.

MINIMUM QUALIFICATIONS

- Bachelor's degree in Communications, Marketing or a related field; equivalent experience accepted
- 3+ years of experience in a strategic marketing or communications role, including campaign development, budget management, project coordination, market research and analytics, client management, content development, and strategic planning
- Preference given to candidates certified for Google Advertising & Analytics, Inbound & Content Marketing/ Automated Marketing Platforms, Social Media, SEO, SGO, etc.

COMPENSATION

This is a full-time salaried position with benefits.