

# proportion

## **Position Offering**

<b>Position:</b>	Project Manager	<b>Report To:</b>	President	<b>Date:</b>	221025
<b>Location:</b>	Malden MA (Hybrid)	<b>Duties:</b>	All Projects Management & Coordination Lead		

## **Company & Culture**

Proportion specializes in creative brand development services for the built environment, lifestyle & consumer, and corporate services categories. Our process extends from brand strategy through identity development and into implementation design of all types.

We place great emphasis on not just the quality of our solutions, but also on the strength of our relationships in both our external partnerships and internal team. Open communication, creativity, trust, humor, and humility are the foundation of our company.

With our firm pillars being "Humanity, Creativity, Clarity" we believe that in the end we are all just passengers on this big rock, so we should all enjoy the ride while we make something worth talking about.

See more about us at [proportiondesign.com](http://proportiondesign.com) and in our [agency presentation](#).

## **Position Summary**

We are currently seeking an experienced Project Manager to manage projects across a variety of external & internal project sizes and types. Critical thought, attention to detail, excellent verbal & written communication skills, and the ability to manage & distill large amounts of information into executable deliverables are all required to help our team carry exciting concepts from start to finish.

Most importantly, we're looking for a teammate with maturity, strong interpersonal skills, a good demeanor, and positive outlook.

Salary will be commensurate with experience, and Proportion offers a hybrid work environment, unlimited flex & sick time, a significant healthcare support fund, continuing education & events stipends, and a significant amount of company outings & meals.

## **Responsibilities**

- Responsible for interpreting, planning, organizing, scheduling, and managing projects from concept through documentation.
- Work with partners to understand project goals and expectations and serve as our partner's internal advocate.
- Work with the creative team to ensure that deliverables are created on-time and on-brief.
- Maintain an overall positive relationship as the key contact between firm, partners, and vendors, to ensure strong ongoing relationships
- Manage the overall resources, budget, schedule, and alignment of project output to project brief.
- Ensure quality throughout the course of the project & serve as the final review for all deliverables to ensure quality.
- Interface with external vendors to manage the production of deliverables.
- Assist in the development of client presentations.
- Responsible for maintaining office materials library
- Responsible for the delivery of all contracted assets & deliverables.
- Schedule and facilitate internal and external project meetings.

## **Requirements**

### Experience:

- Bachelor degree or higher.
- 3-5+ years of directly relevant work experience required, as part of an agency, in-house team, or freelance.
- A resume that demonstrates management experience across a varied set of creative, development, and/or design projects.

### General:

- Direct oversight of formal project planning, tracking, and reporting, and management of project schedule, scope, resources, and vendors.
- Strong interpersonal & communication skills exhibited verbally and written.
- Attention to detail and structure in process and information.
- Ability to gather & translate client feedback into clear, executable deliverables.
- Strong editorial writing and proofreading ability.
- Problem-solver and explorative spirit with an appreciation for emerging trends in design and technology.
- Ability to work in a fast-paced environment with multiple projects at once.
- Organized and consistent work ethic, to be individually organized and for the benefit of the team.
- Direct experience with Google Drive, Trello, Adobe Creative Suite, and Microsoft Office, and familiarity with architectural tools such as Revit and Sketchup.

### Preferred:

- Design abilities and/or an "eye for design" is a plus to help maintain A+ quality of creative & design outputs delivered to clients.
- Advocacy for continuous improvement & study -this role will expose candidate to many new technologies, best practices, and other methodologies of management.
- Interest in helping to develop internal projects and initiatives.
- Mentorship capabilities, in sharing best practices, interesting external solutions, and other relevant industry content for the betterment of the team.
- Highly organized and self-motivated, with the ability to manage multiple projects simultaneously.

## **Application**

Email [hr@proportiondesign.com](mailto:hr@proportiondesign.com) with an overview of you, your credentials, and your resume for consideration. No recruiting agencies. No phone calls. We are not able to reply to each individual applicant. You will be contacted if you have been selected for an interview.