



Job Title: **Project Manager**
Department: Project Management
Reports To: Senior Manager of Performance and Process Improvement
Location: Omaha
FLSA Status: Exempt
Date Prepared: 3/17/2021

OPPORTUNITY

The Project Manager is responsible for providing oversight to creative, digital, and research projects at OBI Creative by serving as the primary point of contact between the Account Directors (AD) and internal teams and an alternative point of contact for external partners and clients. The project manager is responsible for the daily management, coordination, resourcing and successful completion of assigned projects.

RESPONSIBILITIES AND REQUIRED SKILLS

Daily responsibilities will include, but are not limited to:

- In partnership with Account Directors, lead project estimates, scope development, and documentation of client requirements to gain new clients and projects.
- Planning and setup of campaigns, projects and tasks in the OBI Project Management system. Facilitate internal kickoff meeting to communicate deliverables and target dates.
- Develop and manage financial workflow through the project management system for billing schedule, purchase, broadcast and insertion orders, and invoicing for projects.
- Complete, archive and ensure compliance for all required documentation throughout the life of the project.
- Clearly and proactively communicate project risks, resourcing, timelines, budget, and progress to the project team and department leads on a regular basis. Facilitate meetings throughout the life of the project.
- Ensure key project milestones, timelines, and budget goals are completed on schedule and budget.
- Leads and mobilizes internal teams to deliver work including facilitation of issue resolution, change orders and approvals/decisions.
- Develop reports and provide quantitative data to communicate health and tracking of projects for leadership.
- Assist with develop of internal and client meeting materials, understanding project goals, requirements and effectively and efficiently communicate tasks.

Required skills for this position:

- Strong communication skills; verbal, nonverbal, and written with a wide range of internal and external stakeholders.
- Exceptional organizational skills and the ability to manage more than one project or task at a time.
- Understand general accounting practices related to invoicing and expense management.
- The ability to hold others accountable, without positional authority.
- Forward thinking and able to identify risks to the project.
- Facilitation, consensus building, and the ability to bring others into alignment on project deliverables.
- Strong time and task management skills. Attention to detail and organization.



- Proficient computer user with Office 365 skills, Microsoft Office Applications, and cloud-based storage and document sharing solutions.

QUALIFICATIONS & EXPERIENCE

- 2+ years of project management, in an agency environment experience preferred or 4+ years of project management in another industry.
- Bachelor's degree preferred.
- Creative, marketing, or technical project management experience preferred.