

fluent360™ is one of the foremost agency leaders shaping the multicultural marketing industry. Equal parts integrated marketing agency and cultural hub, we specialize in giving brands a resonating voice to effectively speak to various cultural segments– both ethnic and consumer niche followings. As a multi-talented, multicultural agency, we offer a full spectrum of communication services.

We are currently looking for a Project Manager to join our Chicago team. Candidates must have 2-3 years of advertising experience.

**Primary Responsibilities**

* Manage multiple projects and process workflows for assigned client from initiation to completion.
* Work with internal teams to define project scope, resource requirements, and cost estimates to create scopes of work and documentation for each new project and change request.
* Produce and maintain project documentation, including statements of work, meeting notes, status reports, change management, and client approval documents.
* Work with the strategy, creative, development, and QA teams to make sure all deliverables are correctly executed and meet client expectations.
* Evaluate project burn rates (including both internal and external expenses) and assure account profitability.
* Assess and manage risk within, and across multiple projects.
* Manage communication and relationship building with clients and external partners.
* Coordinate and track projects through the agency process, ensuring the highest quality delivery and flawless execution.
* Develop and execute ongoing account maintenance work, including budgets, call reports, commercial scheduling, requisitions, status reports, and preparation of materials for client meetings.
* Assist in the development and production of plans, presentations, creative briefs, and proposals.
* Review and proofread materials as needed and ensure all key members of the account team have final copies, proofs, etc.
* Internally communicate client expectations for delivery of end product.
* Maintains confidentiality while working closely with client and business partners.

**The ideal candidate will have the following**

* Bachelor’s degree in advertising, business, or a related discipline
* 3-5 years experience in project management, preferably at an advertising agency
* Knowledge of standard project management tools
* Proficient with Microsoft Office (Powerpoint, Excel, etc) and with general web-based interfaces
* Ability to manage multiple tasks and meet deadlines in a demanding work environment
* Exceptional attention to detail and accuracy
* Excellent communication skills, both written and verbal

**Agency Benefits & Perks**

fluent360 offers a comprehensive benefit package including medical, dental and vision insurance, company paid life/AD&D, short-term and long-term disability, and a generous PTO and sick leave policy. In addition, we have some amazing agency perks including paid gym membership, summer hours, 14 paid holidays, and flexible schedules.

fluent360 is an Equal Opportunity Employer, EEO, AAE, MF/Disability/Vet.

Our organization participates in E-Verify. For more information visit https://www.uscis.gov/e-verify. E-Verify is an Internet-based system that compares information from an employee’s Form I-9, Employment Eligibility Verification, to data from U.S. Department of Homeland Security and Social Security Administration records to confirm employment eligibility.

**Seniority Level**

Mid-Senior level

**Industry**

* Marketing & Advertising

**Employment Type**

Full-time

**Job Functions**

* Advertising

* Project Management

**How to Apply**

**Apply via LinkedIn**

[**https://www.linkedin.com/jobs/search/?currentJobId=2423183526&f\_C=9479690&geoId=92000000**](https://www.linkedin.com/jobs/search/?currentJobId=2423183526&f_C=9479690&geoId=92000000)

**Send resume directly to:**

[**careers@fluent360.com**](mailto:careers@fluent360.com)