

Project Manager

Overview

Cross & Crown is looking to hire an experienced Project Manager to add to our team in Chambersburg, PA. We are a small group of creatives who thrive on building relationships – approaching every project with care and creativity, and applying strategic design to help our clients do better.

The primary role of our Project Manager is to see projects through from start to finish in an informed and effective manner. This includes both thorough client communication throughout all stages of our processes and intentional internal communication to ensure our team is on the same page as the client and the project is on track.

What you can expect from us:

- An open, friendly work environment
- A dynamic, supportive company culture
- A wide range of client types and project sizes
- A culture respectful of family time and commitments
- Compensation based on experience
- Short term disability
- Paid time off
- Access to a well stocked coffee bar

What we can expect from you:

Experience & Ability

- A minimum of three (3) years professional experience in either a project management role or a position with similar responsibilities
- You have a degree in Business Communication, Marketing, Design or a related field
- You love people and are good at reading and understanding them

- You enjoy and excel when working with a team
- You are extremely detail-oriented and very comfortable working independently
- You are trustworthy and reliable
- You are not easily phased by stressful situations or decisions
- You are an excellent all-around communicator
- You are committed to doing your job to the best of your ability

What your day might look like:

Practical application of skills

- Monitoring and managing your email throughout the day – this is the primary method clients will use to communicate with you
- Checking in on deadlines for the day and week, confirming with designers they are on time
- Fielding phone calls from clients
- Meeting with new clients to kick off their project and set up their project post-meeting in Basecamp
- Reviewing sitemap and/or site designs with the Creative Director prior to sending to clients for review
- Internal meeting with relevant teams involved in a single project
- Checking Basecamp (*project management system*) to ensure projects are accurate and up to date
- Checking in with any clients you haven't heard from in awhile to ensure their project stays on track