

PROJECT MANAGER

JOB DESCRIPTION:

DK Global is looking for an experienced candidate to oversee the production of animations, illustrations, videos, and graphics presentations. The ideal candidate will have experience juggling multiple projects while effectively maintaining communication with clients and other departments of the office. The ability to work under pressure and meet budgets and deadlines is a crucial part of this position. The Project Manager will ensure that each project is delivered on time, within budget, and with the stellar quality for which DK Global is known.

RESPONSIBILITIES:

- Manage project workflow from planning through implementation
- Identify and secure project resources
- Routinely manage day-to-day progress for projects
- Manage scope progression for projects
- Meet with other Project Managers and creative team daily to update project status
- Communicate and clear any roadblocks in workflow
- Assist in ensuring that project status and billing are up to date
- Provide clear and effective verbal and written communication with legal clients
- Coordinate with nationwide contractor pool
- Draft agreements and purchase orders, and assist with budget adherence
- Create detailed daily forecasts and schedules for all creative team members, and follow up on assigned projects and tasks throughout the day
- Track each project's progression and percentage to help ensure that projects are delivered under budget
- Identify issues or potential overages early on and provide course-correction to help bring the project back on track
- Review all work for internal and external delivery, conducting internal reviews for all storyboards, previews, drafts and finals, before sending each to the Quality Control Team for review and final approval
- Ensure milestones and quotas are met and provide course-correction to the schedule as needed
- Proactively track team usage through weekly monitoring of time-tracking software

REQUIREMENTS:

- Consistent responsiveness to clients and colleagues
- Strong organizational and time-management skills
- Superior written and oral communication skills
- Attention to detail
- Creative problem-solving
- Willingness to switch gears quickly
- Ability to work on multiple concurrent projects
- Thrives in a fast-paced environment with shifting priorities

QUALIFICATIONS:

- 5-7 years-experience
- Bachelor's Degree preferred- Background in project management and media development
- Proficient in Microsoft Office Products
- Superior level of competency with Windows operating systems.

EMPLOYEE BENEFITS:

- Employee matching simple IRA program
- Six annual paid holidays
- Starting at one-week paid vacation
- Company co-sponsored medical, dental and vision insurance
- Quarterly bonus programs

This position will be paid on an hourly basis and overtime will be compensated accordingly.

D.K. Global, Inc. is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, including sexual orientation and gender identity, national origin, disability, protected Veteran status, or any other characteristic protected by federal, state, or local law.

Schedule: 40+ hours per week

Salary: \$55,000.00 to \$75,000.00 /year