



Project Manager

San Diego, California, United States ,Ä¸ REF8E

Company Description

The digital world is rapidly evolving making it an exciting time to be involved in the space. At BusinessOnline we re-imagine the possibilities of online marketing's future. We firmly believe in adding value to the digital world; that value comes from the spirited contribution of our people.

Job Description

The Project Manager executes the deliverable direction and vision for our client's website and internet marketing solutions defined by the Global Account Director/Strategist, and plays the lead role in ensuring deliverables are met. So, while the devil is in the details, you need to be equally comfortable supporting a client as you are managing a project plan. This individual will interface heavily with the implementation team *and* the account manager to drive the project to completion; flawlessly executing the direction and vision to ensure our clients' needs are met every day, on every project. The Project Manager is responsible for managing complex online marketing projects including new techniques, processes, theories and technologies. He or she should be excited to thrive in an atmosphere of change, innovation, critical thinking, process, humor, results, and success.

- Manage multiple projects concurrently maintaining a command of details, timelines and next steps
- Produce regular status reports on all action items to be distributed to clients and account teams
- Prepare project approval forms, cost estimates, purchase orders as necessary and manage change requests

- Produce monthly budget revenue sheets, billing worksheets, and invoice allocations for Account Manager review and approval
- Foster a collaborative relationship with both client teams and internal team SMEs for completion of deliverables
- Maintain a deep understanding of the client's business model, online goals and key performance indicators
- Construct and maintain project budgets, detailed project plans and manage on-time and on-budget deliverables
- Proactively manage and negotiate team and client risks / conflicts
- Anticipate and communicate potential problems before they arise
- Coordinate and manage outsource partners for deliverables, scoping, budgeting, and invoicing
- Manage project resources requiring specific expertise, such as website development, search engine marketing (SEM) and optimization (SEO), banner advertising, personalized URLs (pURLs), online video, widgets, social networking, mobile marketing, and more
- Ensure positive and long-lasting, ongoing relationships for both clients and internal teams

Qualifications

- Four plus years' experience in Account and/or Project Management
- Agency experience strongly preferred
- Three plus years' experience in the Online Marketing and/or Website development industry
- Proven ability to communicate in all formats: verbal, presentation, email, written documents
- Excellent attention to detail and the ability to effectively multi-task to meet client's business objectives
- Superb organization skills and attention to detail
- Problem Solving – ability to quickly solve problems in a fast paced environment
- Ability to provide direction to the implementation team through leadership and example
- Computer skills, including proficiency with Microsoft Office and understanding of project management platforms

Additional Information

Our Strength is Our People

When you walk through our doors you can feel the surrounding energy and opportunity. We have an entrepreneurial spirit that fosters creativity and invites innovation. We work hard and play hard; building a collaborative and supportive culture. We believe in building relationships that lead to success for everyone.

So what does it take to work at BusinessOnline?

Passion, courage and ability! We believe that without taking risks and a drive to succeed, there is no growth. We applaud your ideas and challenge you to evolve and grow. We value commitment and your efforts are recognized. Put simply, it's not just a job; it is a place where you can build a future. We invite ground-breakers, trendsetters and thought-leaders to work with us and usher in tomorrow's cutting-edge innovations and ideas.

Our Culture

We believe hard work should be rewarded and it permeates our culture. We are a family that works hard and plays hard. Our relationships and friendships are not confined to the office walls. From company-wide Rock Band tournaments, city-wide scavenger hunts, or beautiful sunset cruises along the illustrious San Diego coast; we're always taking part in building personal relationships that grow the BusinessOnline Family.

Benefits

We value work-life balance and the overall well-being of our employees. You'll see that reflected in our comprehensive benefits package — a combination of health care, retirement, profit sharing, paid time off, and other rewards.

In the Community

At BusinessOnline, we believe in giving back to the community. We all love our city and respect it as being America's finest. We recognize that it takes the collective will of the people to maintain this beautiful community. Volunteerism is embraced collectively and individually. Our team is dedicated to making a positive impact in the communities where we work and live. Through BusinessOnline's community outreach program, we have supported many charitable organizations, including: The Surfrider Foundation, Working Wardrobes, The San Diego Food Bank, The Cystic Fibrosis Foundation, 10x10act and more.

Professional Development

We understand that our people are the key to our success. We invest heavily in professional development — from paid college tuition, internal mentoring and educational programs, certification programs, professional organizations and association memberships. BusinessOnline offers a wide variety of resources to ensure continuous learning and growth.

Equal Employment Opportunity

BusinessOnline provides equal employment opportunities to all qualified persons. The Company prohibits unlawful discrimination on the basis of a person's race, color, religion, sex, sexual orientation, pregnancy, marital status, national origin, citizenship, veteran status, ancestry, age, physical or mental disability, genetic characteristics or medical condition, or any other legally-protected category. Reasonable accommodations are available upon request for qualified individuals with disabilities.

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