



ShoreSite Web Designs is a leading web design, development, and management company providing high-end custom websites to businesses across a wide range of industries and practices. With a talented team of Social Media marketers, Search Engine Optimization Specialists, Writers, Developers, and Designers, we offer a full-suite, large-scale experience to our clients that is unlike anything else at the Jersey Shore.

We are looking for a **Project Manager** to join our team. You'll work with our Director/Owner to manage and facilitate the development and rollout of both our client-facing and internal projects. The ideal applicant is highly motivated, extremely organized, task-oriented, and prepared for a busy office structure. Some of the tasks include the following items:

Must Be Proficient In:

- Large-scale organization
- CRM/Project Management Systems (Trello, Jira preferred)
- Google Drive
- Microsoft Office
- Slack
- Customer Service Skills

Additional Skills Desired:

- Web Development experience
- WordPress

Job Responsibilities

- Organize and lead team meetings to assist with team development, project management, and project organization to ensure all items are assigned and completed.
- Assist with proposals for new clients and preparation for projects before assigning to developers
- Communicate client needs and ideas to developers to ensure all projects are completed to the clients standard.
- Manage client projects and database platforms to ensure staff members are completing tasks and meeting deadlines on a daily basis.
- Schedule follow ups and evaluations of client projects, needs, changes, and upcoming contracts monthly

- Maintain notes, files, workflow tasks, and office reports to track changes, concerns, needs, and opportunities
- Occasionally assist with social media marketing, content design, and implementation
- Report updates, needs, client concerns, and ideas for growth to Director/Owner weekly.
- Assist with all other assigned office related tasks.

You will be in direct contact with clients and will be responsible for creating a flawless customer experience from start to launch. You are:

- Attentive to detail, detail oriented, and organizational skills
- Able to work in a dynamic and fast-paced environment
- Knowledgeable about the right questions to ask clients to make their vision come to life
- Able to adapt to systems in place to hand off and receive projects
- A problem solver
- Professional and self-motivated with an eye for detail
- Understanding of how small business grows and develops
- Eager to learn new software and technologies

Our ideal candidate also has a surface understanding of other integrated marketing channels including email marketing, social media marketing, content marketing, SEO, and SEM/paid advertising.

We are quickly growing our team and need a team player who is passionate about their craft with a desire to flex their creative muscles. As a small, tight-knit group, we all wear multiple hats and expect the same out of our ideal applicant.