

## Project Manager

As **Project Manager**, you'll be tasked with building and executing digital marketing strategies and projects for ONEFIRE's clients. Day to day, you'll be responsible for client communication, project management, tactical execution (writing, designing, software implementation, etc.), reporting, and strategy work. You'll have access to a robust team of flexible resources to help you complete tactical client work. You'll also collaborate with other ONEFIRE team members (other Project Managers, Director of Client Services, Technical Director, etc.) to drive results for clients.

No two days will feel exactly the same and the ideal candidate will be self-motivated, open to learning new skills quickly, and work effectively with others. Whether asked to build a workflow within HubSpot, write a press release, or lead an analytics review call, the ideal candidate will rise to the challenge and give their best effort to help our clients reach their goals. The ONEFIRE world is fast-paced and we're looking for candidates who are comfortable with both a high level of autonomy and accountability.

ONEFIRE is a small and agile company that prides itself on working hard for our clients and working hard for each other. Expect plenty of coffee, snacks, and fun distractions -- so long as the work gets done on time and to expectations.

### **Ideal Skills & Requirements:**

- 4+ years working in digital marketing
- 4+ years of project management experience
- Strong communicator and highly organized
- Experience with HubSpot and Keap InfusionSoft and/or other marketing automation platforms
- Experience with email marketing
- Strong verbal and written communication skills
- Strong presentation skills
- Ability to consistently meet deadlines
- Ability to build strategy and see it through
- *Certifications in Google Analytics, Google Adwords, and Inbound Marketing (HubSpot preferred) are a plus*
- *Experience with healthcare practices, medical products, insurance, higher education, and/or managed IT services is a plus*

