

Job title: Project Manager

Location: 100% Remote

Type: Full-time-Part time

Omunix International, the Omunix Argentina franchise, is a talent search company dedicated to connecting talented individuals in Argentina with exciting digital job opportunities in Europe and the United States.

As a Project Manager, you will be responsible for leading and managing projects within the marketing department, ensuring the timely and successful delivery of marketing initiatives. Your primary objective will be to coordinate cross-functional teams, manage resources, and ensure projects are completed within defined scope, time, and budget. You will work closely with marketing, development, design, and other teams to ensure the effective execution of marketing initiatives.

[Brief company description]

Key responsibilities:

- Plan, organize, and oversee the development and execution of marketing projects from conception to implementation, ensuring project objectives are met and delivered within defined scope, time, and budget.
- Collaborate with internal and external stakeholders to define project requirements, establish milestones and deadlines, allocate resources, and manage client expectations.
- Manage the project team, including internal and external members, providing direction, guidance, and support to ensure high-quality work and effective collaboration.
- Monitor project progress, identify and mitigate risks, resolve issues, and adjust plans as necessary to ensure successful project completion.
- Regularly communicate project status, milestones achieved, issues, and proposed solutions to internal and external stakeholders, demonstrating effective communication skills and the ability to influence strategic decisions.
- Maintain up-to-date project records, including documentation, status reports, budgets, and scope changes, ensuring the accuracy and consistency of information.
- Evaluate project performance by collecting and analyzing key data, identifying areas for improvement and lessons learned for future projects.

Requirements:

- Previous experience in project management, preferably in a marketing or creative agency environment.
- Deep knowledge of project management methodologies, collaboration tools, and project management software such as Asana, Trello, Jira, etc.

- Excellent verbal and written communication skills, with the ability to lead cross-functional teams and communicate effectively with a variety of stakeholders.
- Ability to work independently and as part of a team in a dynamic, results-oriented environment.
- Results-oriented mindset with the ability to work towards project goals and objectives.
- Ability to handle multiple tasks and priorities simultaneously, with attention to detail and the ability to meet tight deadlines.
- Project management certifications (such as PMP, PRINCE2, Agile) are an advantage.

Benefits:

- Competitive salary and performance bonuses.
- Opportunity to work in a dynamic and fast-paced environment.
- Professional development opportunities.
- Flexible work arrangements.
- A supportive and collaborative team culture.