



Job Position Title:

Web Project Manager

Job Description:

The Project Manager works very closely with our Account Management team, serving as the interface between our clients and the team that produces our deliverable products. The Project Manager manages our team of designers, coders, developers and contractors to oversee the production, quality control, and timeline for all deliverable products.

The Project Manager collaborates with the Account Manager to help execute our contract, strategize designs, help develop “how” it works, manage the creation of deliverable products and establishing project scopes. The PM is constantly focused on removing obstacles from our designers, programmers, developers, contractors, to ensure that instructions unequivocally clear and executable. The PM is to ensure that all deliverables are completed to the exact specifications that the Account Manger outlines to deliver a stunning end-product to our client.

Much of the day to day work will consist of reviewing specifications for work, delegating out tasks to our team, testing to ensure that all work is completed accurately and in a timely manner as well as internal discussions and occasional client meetings.

The ideal candidate knows they are packed with untapped potential and will be hungry to grow their skillset, be trained and guided into a project management master.

Job Responsibilities & Duties:

- Coordinate a wide range of web professionals integrating into a project to minimize confusion and maximize productivity.
- Lead a team of technicians to develop deliverables on time and accurately.
- Using scopes, training documents, internal procedures, task assignments and other tools accessible to you to produce a stunning end-product to our client.
- Using scopes and procedures to ensure that JM resources are consumed wisely.
- Generate periodic project status reports to be presented to company stakeholders; detail data, tasks and processes.
- Minimize inclusion of the client and other team members by problem solving obstacles behind the scenes.
- Recognize design/usability flaws and find and suggest alternatives.
- Problem solve in multiple dimensions: mobile, tablet, desktop, user behavior, SEO, bounce rate etc...

- Occasional late/odd hour work will be required.
- Offer JM's services & solutions where applicable.

Successful Candidates:

- Will constantly be in pursuit of wisdom and knowledge.
- Will make decisions driven by laser focused attention to serving our clients well.
- Will not pass obstacles to other team members, but will eliminate them when spotted.
- Will be aware of how consuming company resources affects the JM bottom line.
- Will be able to minimize distractions and keep organized amid interruptions.
- Will reliably fulfill commitments.
- Will know what details that are likely to be dropped.
- Will keep a task list.
- Will practice good digital housekeeping techniques on shared digital spaces: deleting download/zip archives.
- Will not have a narrow understanding of their job description but will be willing to step into unrelated tasks when necessary to ensure a great JM experience.

Key Performance Indicators:

- Manage development team to maximize output and minimize downtime.
- Ability to set reasonable turnaround times and fulfill your commitments.
- Ability to organize and not lose track of details.
- Provide unequivocally clear and simple directions to development team.
- Improve JM processes where weakness is detected.

Health Benefits:

You will be responsible for securing your own health insurance plan and package. JM will reimburse 40% of the total monthly premium. This amount will be paid through your taxable W-2 wages and will take effect after 3 months of employment.

JM & Perks:

- All Federal Holidays are paid time off.

- Flexible work environment by working from home Monday, Wednesday & Friday.
- Positive and encouraging team atmosphere.
- Earn 8 hours of vacation and/or sick leave every 30 working days.
- Up to 3% IRA contribution matching after 6 months of employment

Base Salary: \$17.00/hour | \$35,360/year

Salary Increases:

JM will strive to raise your salary – performance & finances permitting – at least once a year. In addition to this, JM will increase the salary based off the following criteria should employee successfully fulfill their job duties and requirements within the first 24 months of employment:

- 3 Months – Increase salary from \$17.00/hour (\$35,360/year) to \$18.00/hour (\$37,440/year)
- 6 Months – Increase salary from \$18.00/hour (\$37,440/year) to \$19.00/hour (\$39,520/year)
- 12 Months - Increase salary from \$19.00/hour (\$39,520/year) to \$20.00/hour (\$41,600/year)
- 24 Months - Increase salary from \$20.00/hour (\$41,600/year) to \$22.00/hour (\$45,760/year)