



JOB POSTING:

Project Manager

Location: Murrysville, PA

Employment Type: Full-Time

WHAT WILL YOU BE DOING?

In this position, you will be focused on creating an exceptional experience for our clients and a smooth internal workflow for our team. You will be a main point of contact for clients and will keep them informed. You're not just there to collect and organize tasks, but to work with clients strategically. We'll be looking to you to identify what systems are necessary to run these projects. And, just as importantly, you will be a key part of continually improving our internal processes.

You will work on a variety of projects from full website builds to integrated digital marketing campaigns and will have hands-on involvement in the projects as well. You will serve as customer support, fielding support questions as well as diving in and taking care of customer requests.

You will act as a key member of our team by delivering creative solutions to our customers in an honest, humble, and customer-focused manner. Project management and communication skills are important, as you will oversee projects and marketing campaigns from initial implementation through completion.

If you have a background in project management and marketing, or other related areas, we'd love to speak with you! We prefer candidates with experience, but we will happily train individuals who need help in some areas. We encourage continuous



learning, so ongoing training and development is vital in this role.

If you want to help grow our awesome team and be part of a great place to work, contact us today!

REQUIREMENTS

1. These are Non-Negotiable:
 - Be honest
 - Be humble
 - Love learning
 - Desire to contribute to building a great team.
2. Preferred Experience:
 - 3+ years of related experience
 - Project Management
 - Lean/Agile Processes Improvement
 - Digital Marketing
3. Minimal travel to client meetings and/or conferences and training anticipated.

SALARY & BENEFITS

Our competitive pay will be based on the experience of the candidate.

Benefits

- Health insurance stipend
- Flexible work locations
 - Work from home/travel (regularly 1 day/week)
 - Extended work from home/travel (up to 3 weeks/year)
- 12 days of paid time off each year



- 10 paid holidays
- We encourage up to 2 hrs/week to be spent on volunteer work to support organizations you believe in or to work on side projects.

WHO WE ARE

At Clarity Squared, we're all about helping clients grow using digital marketing and web design. We believe we can make a real difference in the organizations that we serve. We are a small (but stable and growing) group of digital marketing professionals who love to help others, work hard, spend time with family, try new things, learn, and lead.

HOW TO APPLY

If you're as excited about the possibilities as we are, then please let us know!

1. Draft an email to join@claritysquared.com.
2. Attach your cover letter (Feel free to be personal. Tell us what really makes you interested in joining us!).
3. Attach your resume and/or links to your portfolio.

We will be in touch within a week!