



## **Project Manager in Marketing, Communications or Business Operations**

### **About Simplicity:**

From strategy to execution, Simplicity Consulting is the preferred marketing and business consultancy for the new world of work. We help companies accelerate growth, add a fresh perspective, and increase capacity—at the speed of business—with access to our curated community of project and program management, business operations, and communications experts.

Simplicity is a five-time Inc. 5000 honoree as one of the fastest-growing private companies in America and has been recognized as one of Washington's largest women-owned companies by Puget Sound Business Journal. Female-founded and -run, we're committed to helping everyone thrive in today's workplace.

### **Role Overview:**

Simplicity Project Managers work with our enterprise clients to oversee, develop, and maintain project schedules and project plans. In this role, you will use your skills to prepare and present progress updates to appropriate management channels on a regular basis, ensuring that innovation is being achieved.

### **Objectives:**

- Build and develop the project team to ensure maximum performance, providing purpose, direction, and motivation
- Lead projects from requirements definition through deployment, identifying schedules, scopes, budget estimations, and project implementation plans, including risk mitigation
- Coordinate internal and external resources, ensuring projects remain within scope, schedule, and defined budgets, in collaboration with project staff from various functional departments
- Analyze project progress and, when necessary, adapt scope, timelines, and costs to ensure that project team adheres to project requirements
- Establish and maintain relationships with appropriate client stakeholders, providing day-to-day contact on project status and changes

### **Deliverables/Responsibilities:**

- Work closely with project sponsor, cross-functional teams, and assigned project managers to plan and develop scope, deliverables, required resources, work plan, budget, and timing for new initiatives



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- Manage program and project teams for optimal return-on-investment, and coordinate and delegate cross-project initiatives
- Build detailed project plans; manage resource allocations; and report on project status, burn rates, budgets and reconciliations to agency and client stakeholders
- Identify key requirements needed from cross-functional teams and external vendors
- Achieve established business goals and objectives through planning, estimation, and budget management
- Work with program managers to identify risks and opportunities across multiple projects within the department
- Analyze, evaluate, and overcome program risks, and produce program reports for management and stakeholders

### **Key Skills Required:**

- 5+ years project management experience
- Proven success working with all levels of management
- Excellent written and verbal communication skills
- Strong presentation skills

### **Preferred Qualifications:**

- Professional certification—including PMP/PMI/PRINCE II/Agile/Scrum/Waterfall
- Strong attention to deadlines and budgetary guidelines
- Experience coaching and educating project teams to strengthen team members' capabilities and skill sets.
- Experience working with large enterprise organizations

### **Benefits:**

- Health: Medical (HSA or PPO) and Vision
- Voluntary Insurances: Dental, Disability, Life, and AD&D
- 401K with employer match
- Unlimited PTO
- Paid holidays

### **Equal Opportunity Statement:**

Simplicity is committed to creating a diverse, inclusive, and supportive environment and is proud to be an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, age, color, religion, sex, national origin, sexual orientation, gender identity, disability or protected veteran status.