

## **Title**

Project Manager

## **Excerpt**

We're looking for a Project Manager to join one of our amazing teams. You'll be responsible for working with predominantly United States-based clients, managing developers on your team to deliver exceptional proposals, products, and services.

## **Text**

So you're already a master of tasks distribution, communication, and cooperation. Great! But you're thinking it's time to wrap yourself around something different. Even better! Because we're looking for an experienced *and* ambitious Project Manager.

Our client is a creative agency building legendary brand experiences for D2C and B2B businesses, with a specific emphasis on e-commerce. They have attracted a group of world-class creatives and marketers and are proud to call themselves the fastest-growing agency in Los Angeles.

As a Project Manager you'll be responsible for working with predominantly United States-based clients, managing developers on your team to deliver exceptional proposals, products, and services. An essential part of the job will be forming a close, integrated process with our client's design team to ensure fluidity of asset transfers, communication, and general quality control of the end product. Excellent communication, attention to detail, willingness to learn and grow, and organizational skills are paramount to the success of our team. Speaking fluent English and working on Eastern Standard Time (8 AM to 4PM New York Time) are mandatory.

## **Responsibilities**

- Maintain contact with the client after the initial sale.
- Build and support strong, long-lasting customer relationships.
- Be responsive to the client's requests and needs.
- Collect project specifications, clarify scope, and deliver quotes.
- Participate in communication (between developers, design team, and Los Angeles-based client) during the production stage. Managing expectations and being transparent about pricing and timelines is of particular importance here. Under-promising and over-delivering are always better.
- Work with LA-based team to ensure proper handoff of designs, obtain feedback during the QA phase, and ensure adherence to design integrity during product rollout.
- Evaluate projects and maintain relationships with the client.
- Estimate project duration with the Team Lead, developer, or design team.
- Prepare contracts and invoices while maintaining responsibility for project assets, details, documentation, etc.
- Ensure timely and successful delivery of the company's solutions according to the customer's needs and objectives.
- Roll out product timelines, quality assurance phases, adhere to product timelines, and request timely feedback from clients.

## **What we're looking for**

- Experience in B2B Sales, Account Management, Operations, or Product Management

- Experience working with international companies in a service-oriented environment
- Decent knowledge of the IT market and its tendencies
- Advanced computer user
- Well organized, proactive, and self-driven
- Service-oriented and communicative
- Quick learner
- Able to work in a multi-tasking, fast-paced environment
- Fluent English (upper-intermediate or higher)
- Ability to work Eastern Standard Time hours (8 AM to 4PM New York Time)

**Bonus**

- You can name five or more dishes that include beetroot, besides borsch :)

## **Does this describe you?**

You are a “true Beetroot”.

A true Beetroot is eager for continual improvement. You want to be the most caring, professional, and progressive version of yourself. Your skills and experience are important factors, but your personality, approach, and drive for improvement are what truly make a difference. We want you to be a team player who can accept responsibility for your work, solve problems pragmatically, and remain highly motivated. You should also be outgoing, well-organized, and efficient, with a strong ability to prioritize.

Now that we've covered the basics of Beetroot-ness, let's say a little more about our company!

## **About Beetroot**

We are a Swedish-Ukrainian IT company, building dream teams of developers and designers for companies around the globe. As an emerging company, co-producing with other emerging companies, we work with both start-up and advanced businesses. In essence, we are the cannonball for our client's success. With over 400 team members, Beetroot fosters a family environment. We are a tightly knit group who loves spending time together. Our workplaces are cozy, full of trust, equality, and steamy bowls of borsch!

## **Do you like perks? So do we! We provide:**

- A work environment with as little hierarchy as possible
- Family-like culture in a comfortable, well-equipped office
- Great networking opportunities with international clients
- Personal and professional development opportunities
- Competitive salary, paid vacation, medical insurance, and social benefits
- Team building activities: ski trips, Beetroot breakfast, movie nights...and more!
- English lessons with native speakers
- Discounted Beetroot Academy courses
- Annual allowance to participate in competence-enhancing events

**Are you a good fit? Send us your CV in English. We are waiting to hear from you!**