



# BEAR CREEK WEB

vision. strategy. results.

## **Account / Project Manager**

### **About Bear Creek Web**

Bear Creek Web is a fast growing Digital Agency focused on web design, development, marketing and hosting. We are seeking a talented Digital Marketing Professional to help on a part-time basis. This is a unique opportunity for a very special candidate. We are a 15+ year old company looking to rekindle our marketing roots and aggressively grow that segment of our business. Potential for advancement and full-time employment is great.

### **Job Description**

We are currently looking for an experienced Account / Project Manager to be responsible for managing and developing web design and inbound marketing projects. You will be the main point of contact for clients through the project lifecycle from sale to completion. You will communicate with clients advising them on their web strategy including brand, messaging, content, design and technical solutions.

### **Responsibilities:**

- Building and maintaining excellent client relationships
- Project management through the project lifecycle
- Writing creative and functional specifications
- Briefing and working with creative and development teams
- Evaluation and QA of all projects
- Attending client meetings on an as needed basis
- Development of existing client business
- Developing new client business

### **Requirements:**

- (BA) or (BS) degree in Business, Marketing, Advertising, Communications, Public Relations, English, or relevant work experience
- Excellent written and oral communication skills
- Experience with Project Management Systems such as Basecamp
- Local candidates only
- Some telecommuting

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