



Job Title	Project Manager
Reports to	Director of Consulting

Job purpose

We are seeking a detail-oriented and proactive individual to be a Project Manager, specific to an entity of AltaVista called Property Manager Insider. In this role, you will be responsible for overseeing and coordinating various projects and initiatives from conception to completion.

Duties and responsibilities

- Oversee and manage tasks, projects and initiatives related to Property Manager Insider
- Collaborate with internal teams, ensuring alignment and integration of marketing efforts
- Lead the execution of marketing efforts, ensuring all deliverables are completed on time and within budget
- Monitor and analyze the performance of marketing efforts to evaluate effectiveness and inform future strategies
- Facilitate effective communication amongst project team members and senior management through regular status updates, meetings, and reports

Qualifications

The best candidates for this position will possess:

- Excellent verbal and written communication skills
- Strategic thinker with a focus on achieving project objectives
- Results-oriented with a commitment to delivering high-quality outcomes
- Strong organizational skills with attention to detail
- Ability to identify process inefficiencies and recommend improvements
- Ability to demonstrate skills in the following areas: task/project management, time management, delegation, dependability, and problem solving

Requirements for this position include the following:

- 4-year degree in marketing, business, communication, public relations, advertising or a related field
- Strong verbal and written communication skills
- Willingness to work in a team-based atmosphere and take direction from leadership
- Previous work experience that demonstrates interaction and service

Company Benefits

- Open-floor office environment with standing desks
- Flexible hours
- Work from home policy
- 3 weeks of paid time off
- 8 paid major holidays
- 2 paid floating holidays
- Health insurance plan
- 401(k) plan with a 3% employer contribution
- Generous quarterly incentive program

AltaVista Strategic Partners is an equal opportunity employer and will consider all applications equally and without regard to race, sex, creed, religion, color, national origin, age, family history, or sexual orientation.