

Kearley & Company, Inc.

Job Description: Project Manager / Account Services Coordinator

May 2021

Agency info

Kearley & Company, Inc. is a 40-year old marketing and branding firm based in Fort Worth in the heart of the city's thriving, historic Southside. We are a full-service marketing and branding firm focused primarily on the financial industry, but also healthcare, non-profit, and other small and medium-sized businesses in the DFW area. We also work with a local, non-profit foundation that focuses on treatments and general support for young adults with cancer.

Job Description

Our Project Manager/Account Service Coordinator is primarily responsible for ensuring the projects run smoothly and communicating aspects of projects' status with key stakeholders (client side as well as Kearley team).

In addition, the Kearley team works collaboratively throughout the entire process of a project or campaign to brainstorm ideas, pitch ideas to clients, and develop creative that generates ROI for clients. Our Project Manager/Account Service Coordinator will be part of the team and will help with projects from concept to fulfillment.

Specific Duties Include:

- Manage workflows and tight turnarounds for creative production and marketing teams.
- Create cohesive timelines and delivery systems for campaign deliverables.
- Communicate daily with all necessary stakeholders to ensure transparency and meeting established expectations.
- Additionally, this team member will help with the management of Kearley's online brand via Twitter, LinkedIn, and Kearley blog, and monthly e-newsletter content.
- Assist with research and development of Kearley presentations and agency pitches.
- Work with creative team on strategic development for client projects .
- Assist with estimates as well as tracking estimates vs expenses related to projects.

Kearley & Company, Inc.

Job Description: Project Manager / Account Services Coordinator

May 2021

Page 2 of 2

Qualifications

Education

Undergraduate degree preferred

Experience

Professional work experience a plus

Benefits

- Retirement/Investment options with 3% Employer match contribution
- Health club/Fitness allowance
- Cell phone allowance
- Paid Vacation
- Generous Holiday Schedule

Other

Must be proficient in Microsoft Suite, especially Excel. Experience with Google Workstation and Google Sheets a plus. Experience with various project management platforms a plus.

We have a physical office, and we do enjoy coming together in that creative space, but half of our team members are not in Fort Worth or even Texas – they are fully remote, 100% of the time. Each team member has the choice to work remote or work in the office, or some hybrid of remote/in person. We hire for fit and talent, not location.

We have clients from coast to coast, and we are available to our clients from 8a to 5p Central Standard Time.

