

## Junior Project Manager

USA / UK

### About Momentum.

Momentum is an account-based marketing (ABM) consultancy. We help global B2B organizations transform how their sales and marketing teams grow their biggest customers. Over the last 11 years we have become the top destination for global organizations with complex offerings across technology, financial services and professional services.

You can expect to work with some of the world's most exciting brands, including Google, Amazon, Microsoft, Oracle, and Dell. Our clients work in competitive markets and look to us to help them find differentiation - with go-to-market strategies that put customer relationships first through sales and marketing partnership.

Our teams work at the intersection of insight, consultancy, and creative. We bring these disciplines together to help our clients build their businesses. If you're up for a challenge and excited to be part of a new way for sales and marketing to come together, we'll offer everything you need to build and grow your career.

Momentum is headquartered in London, UK and has USA offices within Denver, Boston, and Seattle. With a widely distributed team, we are used to working remotely across different time zones. This role can be based anywhere in the United States - if you're close to one of our locations, we can set you up in-office!

### Where You Come In.

As our Junior Project Manager, you play a vital role in the delivery of our account-based marketing services. Reporting to our Senior Account Manager, you will support the delivery of intelligent and effective ABM campaigns for some of the world's most innovative companies. We are willing to train the right candidate for some aspects of the role but prefer someone who understands and appreciates the complexity of project management and displays exceptional communication with clients!

You'll need to be a great communicator and have the ability to speak and understand the languages of clients, strategist and creatives, ensuring there is clarity among everyone. You're ultra-organised and love to get into the detail of things. You know how to tactfully nudge a project along to keep things on track with colleagues, partners and clients.

To be successful in the role you'll need to be highly organised with a proven project management track record and the ability to coordinate across multiple teams and time zones, holding yourself accountable to timelines and a high standard of quality. You are collaborative in your approach and able to build strong working relationships.

## **Key Responsibilities.**

- Coordinate project resources across multiple accounts
- Day-to-day communication with client and creative teams
- Manage deliverables and deadlines, communicating changes proactively
- Participate in client meetings and strategic planning sessions for accounts
- Manage weekly / monthly status updates via web conference
- Support business development activities within accounts
- Deliver timely and accurate reporting to clients and agency leadership team
- Educate and manage internal stakeholders in relevant production processes

## **Skills and Qualifications.**

- Bachelor's degree in business or marketing
- Experience of 2-4 years in project management, marketing, or related experience
- Managing multiple projects simultaneously and working with project management tools
- Tech-savvy and knowledge of the tech, financial, or public sector industry preferred
- Prioritize, manage time, switch gears, and multi-task in a fast-paced environment
- Think several steps ahead and execute tasks (once trained)
- Take work direction well & follow specific processes and procedures (once taught)
- Work well independently, as well as in a collaborative environment
- High level of
  - attention to detail (including accurate data entry skills)
  - self-motivation
  - project management skills relating to tasks and communication

## **Perks**

- Healthcare, vision and dental
- 401k plan
- Enhanced vacation allowance
- Flex-hours and the opportunity to work remotely
- A great workplace culture - in person and virtually
- Regular social events and outings
- Personal and professional development programme

For more information on the role or to express your interest, email Rhian Price, People Director at [rhian.price@wearemomentum.com](mailto:rhian.price@wearemomentum.com)