



About Heinrich... Heinrich Marketing is an integrated agency, 40 years in the making, built for business. We focus on delivering impact for our clients with an agency-wide understanding that what we produce can only be effective if it ultimately supports our clients' business objectives. Our teams may have titles like creative and media and digital. But in our hearts, we're puzzlers who love finding the best path from where clients are now to where our clients need to be.

Heinrich is seeking an experienced Project Manager to drive our clients' business through outstanding project execution—from concept through delivery—on multifaceted, complex and fast-paced projects. As the primary team contact for all project details, you have a passion for managing projects and people to achieve best in class project management.

As the execution whiz, you'll bring your expertise to working with Heinrich teams in account, creative, production, media, studio, and finance.

About the position:

As a Project Manager, you will be responsible for the day-to-day management of projects in the following areas:

Project Management:

- Oversee client projects from start to finish, maintaining project schedules using tasks, dependencies, and milestones
- Hold team members accountable to their tasks and process responsibilities
- Monitor schedules and status to ensure projects are on time, on budget, and on brief
- Conduct and facilitate efficient and timely team status meetings and documentation
- Ensuring all project information is entered into the Project Management system accurately and in a timely manner

Communication:

- Lead internal team members with trust, empathy, and humility to foster collaborative and motivating relationships
- Handle conflict resolution and problem-solving when project timing and/or resources are overloaded

Financial:

- Manage and track budgets, estimates, hours, SOWs for each project, working in conjunction with Account and Finance

Staff Resourcing

- Work with Traffic and other Project Managers to ensure appropriate resources are utilized for each project considering staff availability and bandwidth

What you will bring:

- Passion for Project Management and all things workflow, organization and process
- Strong attention to detail, highly organized with a good sense for process efficiencies
- A collaborative spirit with your team members
- Empathy and humility with team members when project timelines are unforgiving
- A flexible mindset when troubleshooting problems and solving bottlenecks or project hurdles. Sensitive to team workloads and project prioritization.



- Understanding and knowledge of typical agency projects: print, digital, social, and video
- Solid written and oral communication skills and the ability to listen to the needs of the team and client

Qualifications:

- Bachelor's Degree
- 3-5+ years Project Management experience
- Previous PM experience at an agency or in-house creative team
- Mac and PC literate with proficiency in common PM or team software applications (Smartsheet, MS365/Teams, Adobe Creative Suite, Workamajig or other PM software)
- PMP certification helpful

What we bring to the table:

- A highly competitive salary including medical/dental/vision insurance, 401(k), paid sick and vacation, and a generous holiday schedule
- A unique agency culture that is hard to find in this industry – we value work/life balance, flexibility, having fun, contributing to the community, and being part of a “work family”
- A growing business with opportunities for strong contributors
- A think tank for thought-leadership in a variety of industries

How to apply:

If you meet these qualifications please forward your cover letter, resume, and salary history to hr@heinrich.com.

This is currently a hybrid (remote and office) position. As such, you may be required to be in attendance at our downtown offices at various times during weekdays.