

## Senior Project Manager Needed at Hybrid Agency

Strategic internal communications consulting and design firm is seeking a very talented Communications Project Manager. This person in this role partners with our Senior Consultants (Campaign Directors) driving day-to-day project management and implementation for internal communications campaigns and branding efforts within Fortune 500 companies. The responsibilities include coordination of the design and development team's project needs, managing the client relationships, on-going development and management of presentations, timelines, budgets, schedules and all other project activities.

### Expectations for this Role:

- Management and development of multiple projects, plans, deliverables and timelines
- Detail oriented, organized, and able to manage multiple tracks of projects
- Development of presentations, communications, timelines and project update documents
- Ability to partner with design/ development teams on developing specifications and requirements documents
- Development of presentations, proposals and scope documents
- Regular correspondence to client and project teams
- Research, planning, logistics management and project administration

### Overview:

- Full-time opportunity
- High profile corporate clients (VP and C-level customers, Fortune 500 companies)
- Role measured by customer experience and evaluated internally by Campaign Directors and the company's CEO

### Requirements:

- San Francisco Bay Area residence ONLY
- 6 to 10 years communications and/ or branding project experience
- Internal communications/ intranet portal development experience required
- Change management and/ or merger integration experience preferred
- Excellent verbal and written communication skills (writing required)
- Knowledge of standard business software and applications (ex: MS Word, Excel, PowerPoint, Microsoft™ Project, Windows and Mac Platforms)
- Experience with Basecamp™ and/or other online project management applications
- Understanding and experience with brand design development
- Excellent personal/ team skills
- Consulting firm experience a bonus

Review website at: <http://www.bonfirecommunications.com> . Please submit resume and/ or a link to an on-line portfolio via e-mail to: [jobs@bonfiresf.com](mailto:jobs@bonfiresf.com) . DO NOT contact via phone.