**Experienced Production Manager for Immediate Hire**

**Reporting Relationship**

Reports to Vice President

The Production Manager plays an important role in our strategic marketing communications consultancy. This role will interact with all members of our team on daily basis and is critical to the successful delivery of our services.

The ideal candidate will have an encouraging, positive attitude; will be able to deal with multiple interruptions throughout the workday; will be able to stay on task and hold others accountable to meet deadlines and budgets all while creating a supportive team environment.

**Position Description**

The Production Manager is responsible for the successful completion of all OCC client and internal projects—from the client prospect stage through contract completion. This position manages the project budget and workflow within the organization from start to finish. Prospective project quotes and proposals, project opening, scheduling, task assignment within project team, estimating, monitoring budget and project completion all fall within the scope of this position. Understanding and working within the organization’s time and project management software will be critical.

**Primary Job Responsibilities**

• Project Management:

* Prospective client proposals
* RFP responses
* Project estimates
* Project contracts
* Opening projects
* Scheduling and timeline management
* Estimating/pricing all services for delivery to client
* Task assignment and monitoring
* Vendor/freelance coordination
* Proofreading to assure projects are error free
* Monitor actual costs /time against project budget
* Closing projects and submitting to billing process

• Development/tracking of historical database of projects including estimated vs actual costs

• Understand the needs of projects to be able to develop budgets and timelines

• Development of process improvements and/or integration of improved systems for efficiency and productivity of projects and teams

• Work closely with President/Vice President in the development of projects for new business proposals as well as existing client work and internal OCC work

• Confer with production staff to determine schedules, allocation of time for creation of service, trouble shoot schedule conflicts, notify account lead of issues arising that will affect project completion or adhering to project budget

• Hold project team members accountable for task completion and staying on budget while creating a supportive and encouraging environment

• Update account lead on project status on a regular basis

• Communicate with client in the absence of account lead

• Ensure all work/projects are tracked within Function Fox – the company’s time and budget management tool

• Ensure projects are delivered on time and on budget

• Work with accounting to appropriately invoice the project to client

• Monitor project write offs to assure adjustments are made for future similar project engagements

• Office coverage and client relationship management with team members as needed

**Job Requirements**

• In-office, full-time position

• Commitment to the company vision, mission and values

• Bachelor’s degree in Marketing, Communications, or Project Management

• 5+ years’ experience in project management role, preferable in agency environment

• Exceptional verbal and written communication skills, including meeting one on one with team members to review project status in a supportive, encouraging environment

• Exceptional project management skills using supporting software and spreadsheets

• Exceptional planning and organizational skills including managing multiple priorities concurrently

• Understand the creative process and the steps involved in development of strategic communications work

• Experience with tracking time and costs against budgets and managing project budgets

• Strong ability to think creatively, solve problems, set priorities and work under pressure

• Experience in utilizing MS Office including use of Microsoft Teams

To apply, please email cover letter, resumé, and recent salary history to Kris Neveau at [kris@oconnorconnective.com](mailto:kris@oconnorconnective.com)