



We are looking for a **Project Manager** to contribute to and grow our operations in the US.

As a **successful European SEO company**, we are seeking an Engagement Manager to build and grow long-term business relationships with new accounts as well as our established client base in North America.

**We are looking for an Engagement Manager with:**

- Excellent communication skills with clients on all levels from the CEO to the Technical Specialist
- Project management skills - experienced juggling multiple projects and stakeholders at the same time with confidence; consulting experience is a plus
- SEO and Digital Marketing knowledge and work experience; SEA experience is a plus
- Results/ROI-driven personality with an entrepreneurial mindset; an analytical, data-driven and structured approach to problem-solving
- A flexible, collaborative, and candid approach to working with a diverse team in a growing organization

**Responsibilities**

- Act as a player-coach in planning and managing clients projects to help drive results that matter.

Be responsible for:

- Overseeing project resources and timelines; Keep track by anticipating challenges and adapting plans accordingly
- Coordinating and aligning required external and internal Improve resources
- Tracking projects to ensure client expectations and KPIs are achieved and stakeholders have a common understanding of project progress and performance

Provide ongoing top-tier client communication (e-mail, video calls, in-person meetings) and support by:

- Maintaining and building strong client relationships and translating SEO results into business and client language (e.g. ROI, sales, revenue).
  - Acting as an escalation point-of-contact in project execution and client relationship management issues
  - Proactively support Account Managers; Organize, prepare and lead new client onboarding SEO Workshops together with the team; Ensure all participants walk away with tangible results and actionable follow-ups
- Work closely with the Account Managers and develop innovative digital growth solutions based on SEO; Support the team in the implementation and handling of their projects; Contribute by analyzing clients information and providing strategic takeaways

- Identify and facilitate upselling potentials and growth opportunities for client
- Interface with the Head of Consulting, Head of Sales and Account Managers on a daily basis to work together on daily and strategic challenges.
- Ensure high-quality standards as well as timely delivery of all deliverables; we aim to be as professional as McKinsey with a Google-like culture
- Work with an international, multicultural team around the world and ensure smooth collaboration and leadership on a variety of projects and industries from Fortune 50 companies to startups
- Learn from smart people in international, challenging companies with major brands such as Pinterest, Red Bull, Thumbtack, Volkswagen, NBC Universal or American Express

## **Requirements**

- Bachelor's degree from a top-tier university; preferably in business, communication or a related field.
- 3+ years of relevant project management experience; within consulting is a plus.
- Time management skills; ability to juggle multiple responsibilities in a fast-paced, results-oriented environment.
- Exceptional communication and problem-solving skills.
- Digital Marketing and SEO experience.
- Improve works with industry leaders who know the growth space in and out - first class analytical skills are required in order to master growth and seize digital opportunities
- Native English required; additional language preferred.
- A "can-do" attitude and commitment to meeting and exceeding client expectations.
- Dynamic and engaging personality with a hands-on mentality and a passion for leading clients to success.
- International work and travel experience preferred.