

Project Manager

OVERVIEW

Lextant is reviewing resumes of qualified mid-level Project Managers in the creative, service sector. You will collaborate with our design research, insight translation, and human-centered design teams to guide client initiatives to successful completion by managing client satisfaction, on-time/in-scope deliverables, and on-budget fees and expense plans.

RESPONSIBILITIES

- Work closely with and support the senior Research/Strategy/Design team leaders
- May be a point of contact with clients providing status updates of work in progress and proactively managing daily details
- Participate in staffing meetings to identify needs and resolve issues
- Ensure financial tracking and provide regular status updates on current spend, and projected alignment with project timeline and resources
- Works with project team to ensure projects are delivered on-time and on-budget with a high degree of satisfaction
- Escalate issues to appropriate parties, when necessary
- Assist with business development as proposals are drafted and approved to assure work steps and budget are sufficient
- At the end of the day, be a Lextant team member who realizes that we succeed on the output of our company as a whole

SKILLS AND QUALIFICATIONS

- Be self-directed with excellent communication and problem-solving skills
- Professional, collaborative demeanor
- Minimum of 2-5 years of experience managing clients and programs in fast-paced creative services and/or research firms
- Ability to collaborate with a diverse team while utilizing personal work strategies to be independently productive
- Builds rapport between Project Director, Project Lead and team members to align everyone with the project's goals and needs
- Ability to create detailed project plans, schedules, and contract amendments
- Ability to manage budgets, schedules, and adjust via contract amendments
- Ability to proactively identify risks and mitigate
- Familiarity with generative and evaluative user research approaches and user experience design a plus

ABOUT LEXTANT

Lextant is a fun, collaborative, and immersive place to work. Located in one of the newest office buildings in the heart of downtown Columbus, just a short walk to the Scioto Mile. We believe in a healthy work-life balance and have adapted a flexible modern work environment. You'll be joining a family of like-minded, caring and passionate professionals. Here at Lextant you will be able to make an impact on Fortune 500 companies around the world.

BENEFITS

Competitive salary

Fast paced, ever changing

Dental, vision, health and life insurance

Paid maternity/paternity leave

Dog friendly office

Flexible PTO

**Please send your resume and
any additional questions to
jobs@lextant.com**