



account executive

hey.u mktg's vision is to provide efficient and effective marketing solutions that add value to our client's business. We win together by working as a team. Our clients view us as a marketing partner, not a vendor.

We take pride in our work culture at hey.u. Though many of our clients are in the Colorado Springs area, we do have clients in Austin, Memphis, Las Vegas. Our team members all work remotely but are required to attend a weekly team meeting and meet with clients as needed. We rely heavily on productivity tools to collaborate efficiently within the team and with our clients. We keep busy, but we don't take ourselves too seriously. We believe strongly in a healthy work/life balance. If this sounds like a perfect fit for you, continue reading.

This is a contract, hourly position with 20 hours a week to start, with a quick potential for additional hours per week. Hourly rate is \$30-\$40, DOE.

ideal candidate:

You are fast paced. You love finishing tasks. You are decisive. You are detailed but being around people is fun too. You just absolutely get stuff done. Checking things off a to-do list brings you all the joy!

People in your life can't believe how you manage it all. People love working with you because it would CRUSH you not to finish what you start. Your word is your bond. You are on time.

responsibilities:

- Assist in the definition of project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility
- Manage changes to the project scope, project schedule and project costs

- Set deadlines, assign internal and external teams responsibilities and monitor and summarize progress of project
- Create meeting agendas, status reports and run client meetings
- Track and manage project budget/hours, keeping projects delivered on-time, on budget
- Utilize Zoho project management software
- Measure project performance using appropriate tools and techniques
- Participate in client meetings; communicate updates on project status

requirements:

- Minimum of 2 years proven experience in digital, creative or agency project management.
- Basic knowledge of print production.
- Some digital marketing experience.
- Base knowledge of Adobe Creative Suite.
- Tech-savvy and not afraid to learn new platforms or technology.
- Problem solver - not dependent on others to tell you how to move forward.
- Strong personality and are willing to push (gently) when necessary in order to stick to the schedule and deadlines.
- Ability to manage lots of small details for multiple projects at the same time.
- Organized and able to create documentation that is easy for others to understand.
- Live in Colorado Springs, Castle Rock, Pueblo, or Denver area.
- Must be available during regular office hours.
- Open to full-time position potentially.

Learn more about hey.u mktg at <https://heyumarketing.co/>

to apply:

Send resume and cover letter to helen@heyumarketing.co.