

summary n-tara interactive is seeking a Project Manager for its Johnson City, TN office. n-tara interactive is a full-service interactive agency that leverages insightful marketing strategy, exceptional creative design, and leading edge technology to create innovative, performance-driven brand experiences. Specializing in website development, online marketing and sales enablement, n-tara interactive designs unique solutions that solve the communication challenges of marketing and sales organizations.

description The Project Manager will coordinate, manage, and provide excellent customer communication for extensive web and interactive development projects for our global clients. This is a full-time position. The Project Manager will provide customer relations management during project design, development and delivery. The ideal candidate will be familiar with rapid prototyping and interactive development processes and coordinate with senior management. Our Project Managers utilize proven internal processes to track tasks, milestones and deliverables, set priorities, direct team, facilitate communication externally with client and internally with business and technical areas, and manage 3rd party resources. There is a heavy emphasis on daily communication with customers, providing seamless coordination between customers and production resources.

The successful candidate will work with the existing production team to help create and maintain large scale websites for our customers. Applicants that have experience with ASP.NET Development, n-tier architecture, website design should mention this specifically in cover letter form.

Primary Responsibilities:

- Project management and customer relations for enterprise level customers
- Manage all deliverables, resources, timelines, and communication for customers
- Report on progress and ensures key milestones are met
- Primary contact for all communication throughout each customer project
- Track and report on tasks, milestones and deliverables
- Overall management of team to translate objectives into online strategies
- Interface with senior management to set priorities and manage problem escalation
- Work closely with client brand and marketing teams and project research teams to drive the direction of the final work product
- Coordinate multiple teams with overlapping schedules and deadlines

requirements

- Knowledge of interactive technologies
- Strong background in project management and task management
- Proficiency in all Office productivity software, project management software and familiarity with design and development software and process
- Excellent interpersonal and written communication skills; ability to interact with senior leadership and other departments
- Ability to multitask, problem solve and work well under pressure of deadlines
- Project budget management experience
- Ability to generate creative solutions that improve the way we do business
- Quality driven individual – on-time, on-budget delivery that exceeds customer expectations

preferred skills

- 4 year degree in Business, Marketing, Digital Media, Communications, Project Management or related field
- Advanced certifications, such as PMP Certification
- Client services or Project Management experience in a creative, agency, or RIA development environment
- Knowledge of creative development and RIA production process
- Strong background in online go-to-market strategy and brand building in-depth knowledge of current trends in advertising, marketing, popular culture, and technology.
- Experience with YouTrack Bug Tracking
- Leadership and management capabilities
- Development with languages other than C# ASP.net a plus. (PHP, Ruby, Actionscript, Flex, PERL, etc.)
- SVN Source Control

how to apply Candidates must submit the following information in PDF form to careers@ntara.com: (All items are required to be considered): resume, salary requirements, availability, and sample project plan.

Candidates are encouraged to submit the following: online portfolio site or interactive document listing sites that candidate has managed. Please provide a cover letter to summarize how you are the best candidate.

No calls please. Please learn more about us at www.ntara.com.