



WE ARE LOOKING FOR A PROJECT MANAGER FOR DESIGN AND DEVELOPMENT PROJECTS

Read carefully the responsibilities and requirements of the candidate we are looking for. If you think you're the right person to join our team, apply here www.ameba.com.uy/en/join-the-team/.



Job brief

You will be responsible for the day-to-day management of design, development and digital marketing projects, including site launches, branding development, web applications and digital campaigns.

We expect you to be a tech-savvy professional with an in-depth understanding of how technology can help our clients achieve their business goals. You should be methodical and have excellent time management and communication skills to be able to manage clients and collaborate effectively with various teams.



Responsibilities

- Provide end-to-end project management
- Scope project requirements and prepare estimates
- Develop a detailed project plan and monitor progress
- Collaborate with internal teams to design, develop and implement projects
- Making sure that the team delivers on time ensuring quality standards are met
- Develop support documentation and requirement specifications
- Communicate with the team and ensure all members are on board with delegated tasks
- Highlight potential risks and act proactively to resolve issues
- Seek opportunities for improvement and suggest new projects and up sells
- Manage client expectations



Requirements

- Excellent written and verbal communication skills in both English and Spanish.
- Proven work experience as a project manager
- Hands on experience with project management software, like Paymo
- Familiarity with Wordpress and HTML/CSS
- Understanding of SEO, SEM and Google Analytics
- Basic knowledge of Adobe suite software
- Excellent organization and time management skills
- Communication and team management skills



Terms

- Availability to work 8 hours a day from Monday to Friday
- On-site from 10:00 a.m. to 6:00 p.m.

