

About DONE HQ:

We are a face paced company. We are continuously evolving and working on cool projects. Agile is at the core of our philosophy with Scrum and Kanban used based on the requirement of the project. We have clients from different parts of the US working in different sectors and coming up with different unique problems for us to solve.

We're currently expanding our team and are seeking an organized, detail-oriented Digital Marketing Manager who understands the intricacies of digital marketing campaigns.

Job Description:

As a Digital Marketing Manager, you will be responsible for overseeing the execution of various digital marketing projects, from conception through completion. While a solid understanding of SEO and PPC is important, this role leans heavily on project management skills, including planning, organizing, and managing campaigns to bring about the successful completion of specific project goals and objectives.

Key Responsibilities:

- Manage multiple digital marketing projects, ensuring they are completed on time and within budget.
- Act as a main point of contact for clients and internal teams for all project-related updates.
- Coordinate to ensure strategies align with client objectives.
- Effectively communicate project updates and progress.
- Analyze campaign performance and prepare reports for clients and stakeholders.

Qualifications:

- 2+ years of experience in digital project management, ideally within a marketing context.
- Familiarity with digital marketing strategies including SEO and PPC.
- Exceptional organizational skills and the ability to manage multiple projects simultaneously.
- Strong written and verbal communication skills.
- Experience with project management tools & Google Analytics

Benefits:

- USD-based competitive salary
- Fully remote job
- Friendly team of professionals and adequate management
- Be part of a fast growing business and potential leadership opportunities

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