



BrightSpot Creative is growing, and we're looking to add some new talent to our team! Think you might be a fit? Know someone who would be? Check out the job description below. If it all lines up, shoot us your resume!

ASSISTANT PROJECT MANAGER

Do you have a degree/background in marketing and/or communications and are looking to work for a top marketing agency in Houston? Would you like to work directly with agency principals to gain hands on learning and experience in marketing? Are you uber organized, self-starting, and ready to make things happen? If you answered yes to all of these questions, keep reading to see if you might be a fit for the BrightSpot team!

BrightSpot Creative is looking for an assistant project manager to work alongside agency owners and project managers to manage project flow through the studio, as well as with outsourced vendors and collaborative partners. The ideal person for this job is motivated, a self-starter, full of initiative, responsible, and ready to roll up their sleeves to get the job done.

Job Responsibilities will include but are not limited to:

- Project traffic (managing due dates, scheduling meetings, documenting milestones, and approvals)
- Managing social media accounts and schedules for several clients at one time.
- Assistant agency principals with fielding new business and vendor calls and maintaining an up-to-date calendar of meetings, conference calls, and events.
- Working alongside agency principals to produce documents for client management including production schedules, approval forms, proposals, and estimates.
- Copywriting for client projects as needed.
- Learning the ins-and-outs of account management under seasoned industry veterans
- Maintaining communications schedules for clients across marketing platforms.

Required Skills:

- 4-year degree in marketing/communications, or equivalent experience in the marketing field.
- Proficient in all Microsoft programs.
- Skills in Adobe Creative Suite a plus
- Excellent written and verbal communication skills
- Honed organization skills
- Ability to manage many projects at once and agility in moving from task to task while maintaining deadlines.
- Social media savvy

Interested?

Send resume and cover letter to Amy@helloworldbrightspot.com and Erika@helloworldbrightspot.com