



<https://kreativhq.com/job/marketing-agency-project-manager/>

Marketing Agency Project Manager

Are you a strong communicator with a knack for organization and marketing insight? Kreativ HQ is on the hunt for a Project Manager to help us bring creative visions to life for our clients.

We're a growing digital marketing and creative agency looking for someone who thrives in a fast-paced environment and knows how to juggle multiple client projects with precision and care.

Your Role

As our new Project Manager, you'll be the glue between our clients and creative teams—making sure timelines are met, communication is clear, and no detail falls through the cracks.

What You'll Do

- Act as the primary point of contact between clients and our internal team
- Manage timelines, deliverables, and progress across multiple marketing projects
- Provide communication and marketing support as needed
- Keep everything organized in ClickUp® or related CRM
- Assign tasks to our team and track their completion
- Help ensure quality control on projects before delivery

Must-Have Skills & Experience

- 1–15 years of Project Management in a marketing agency or similar environment
- Excellent verbal communication and customer service skills
- Familiarity with ClickUp® CRM or related CRM for task and project tracking and work flows
- Experience working with WordPress websites (1–5 years)
- Strong attention to detail, time management, and multitasking ability

Bonus Skills (Nice to Have)

- Experience with WordPress, Constant Contact, and MailChimp
- A background in marketing strategy or campaign execution
- A strong understanding of the web design industry.

About Kreativ HQ

We're a creative agency that builds brands, designs websites, and delivers marketing content that connects. From logos to full-scale content strategies, we help businesses grow through smart, stunning visuals and messaging. We espouse Biblical Christian values and live by the golden rule in all we do. Learn more about

Hiring organization

Kreativ HQ

Employment Type

Full-time, Part-time, Contractor

Industry

Full Service Digital Marketing

Job Location

Remote work from: Minnesota; Wisconsin

Working Hours

Prefer that you're available during regular business hours.

Base Salary

\$ 25

Date posted

August 7, 2025

Valid through

15.08.2025

us at www.kreativhq.com

What's in it for You?

- Work remotely or from home!
- Flexibility of hours and work schedule (balance family life and schedules)
- Make a positive difference in helping small businesses!
- Work with other positive / creative-minded professionals
- Variety of exciting creative projects and great clients!

Legal

This post is for a sub-contracted position only. This is NOT a solicitation for employment, nor is it implied here or otherwise that this opportunity is "for-hire" as an employee with our firm. Candidates selected to work with us and hired to perform various duties will be provided an IRS Form-1099 at the end of any tax years worked, in which they are required to report their earnings as a subcontractor with our company.

Ready to Apply?

If you're a proactive problem-solver who loves making things happen and thrives in a collaborative, remote-first team, we'd love to hear from you. Send your resume and a short note about why you're a great fit. The selection for this opportunity will be primarily based on experience, and ability to demonstrate true project management and marketing knowledge.

Starting pay \$25 / hour. All inquiries must be received by Friday, August 15.