
BILINGUAL PROJECT MANAGER- Spanish/English

Cool & Associates LLC is looking to hire a **Project Manager** who will be a key member of our Maryland team. Our work connects various worlds, from the mainstream, to the Latino and Diverse segment- we are the BRIDGE connecting People and Culture to drive Success. We need creative innovators that pride themselves in serving our clients and communities. If you fit the bill and are highly organized, super-detailed and can juggle multiple priorities than you are the person we need. And very *importante- necesitamos que sea bilingüe también!*

As a Client Manager, you would handle every aspect of a client relationship, from communication to project management, while advancing the client's strategic goals with our developed solutions.

YOUR DAY MAY INCLUDE THE FOLLOWING:

- Interact directly with clients, support initiatives, and add value to the work being performed
- Manage, maintain, and relay all information related to client accounts, engagements, and projects
- Draft, and often send, clear, concise, relevant, and efficient email communications
- Schedule client meetings, conference calls, individual calls, and one-on-ones
- Develop client deliverables on time and within budget
- Arrange internal strategy and alignment meetings, ensuring all key players can attend
- Capture notes and action items during internal and client-facing meetings, as well as manage the actions, timelines, and desired outcomes
- Communicate with the CEO/Lead Principal on client account, as well as with other team members, to ensure projects are running smoothly and meeting identified milestones and timelines
- Track the success of your engagements, ensuring interactions and deliverables align with our success leading indicators
- Provide analytics and reporting for each engagement or special projects
- Create and manage plans, agendas, and reporting tools to support each engagement
- Coordinate logistics, including but not limited to travel, events, conference calls

REQUIREMENTS:

- BS College Degree
- 5+ years of experience in customer service, client management or commensurate experience
- Demonstrated knowledge and skill with community engagement and outreach
- Demonstrated skills in leveraging digital and social platforms and communication tools
- Bilingual - **Spanish**, Written & Spoken
- Strong oral, written, and interpersonal skills
- Works well both independently and in a team environment
- Proven ability to multi-task
- Ability to handle sensitive information with discretion
- Demonstrated skills in PC applications including Excel, Word, Power-Point and Access or similar
- The ideal candidate will be results driven, self-motivated and resourceful with excellent client relationship skills

SALARY: Commensurate with experience

LOCATION: Westminster, Carroll County with potential for remote work

APPLY: Please send cover letter, resumes and salary requirements directly to Veronica@CoolAssociatesLLC.com by September 7, 2020.

*Diverse candidates are encouraged to apply.
Cool & Associates LLC is an Equal Opportunity Employer.*