

BEAUTYCOUNTER®

Position: Creative Project Manager

One by one, we are leading a movement to a future where all beauty is clean beauty. We are powered by people, and our collective mission is to get safer products into the hands of everyone. Formulate, advocate & educate— that's our motto for creating products that truly perform while holding ourselves to unparalleled standards of safety.

Why? It's really this simple: beauty should be good for you.

We know that each day is an opportunity to be better than the last, and we never forget what makes us different from other brands in the beauty space. We are: Transparent, Forward Thinking, Thoughtful, Determined and Spirited. We want a leader who will also embody those values to join our movement and help lead us forward.

We are searching for a highly organized candidate who is a fast learner, excellent communicator, and most importantly, interested in joining our mission. The Creative Project Manager is a key role in our in-house creative services team – managing an array of projects in an extremely fast-paced environment, across digital, print & video. Reporting to the Sr. Creative Project Manager, the CPM will manage projects independently, as well as support the Sr. Project Manager across various business channels such as Consultant (including social channel), Events, and Social Mission. The CPM will create and manage workflow from start to finish and work with partners to ensure projects are completed efficiently and delivered in a comprehensive, accurate and timely fashion.

Primary Responsibilities:

- Lead and manage several projects concurrently - communicating timelines, daily/weekly status updates, and identifying any potential risks/roadblocks.
- Work closely between team leads to keep partners informed, manage approvals and ensure efficient workflow.
- Facilitate copy translations and proofing needs with vendors/contractors.
- Review project schedules daily and maintain project details in online project management system, Wrike.
- Make sure all deliverables meet our high-quality standard.
- Continually seek opportunities to optimize project workflows.
- Motivate cross-functional teams to work collaboratively and efficiently.
- Emulate brand values and maintain the highest level of professionalism, ethics and compliance at all times.

Qualifications

- Bachelor's degree or equivalent work experience.
- Minimum 5 years project management experience, preferably in creative field.
- Proficiency in MS Office Suite and Adobe Creative Suite. Wrike is a plus.
- Excellent communication skills, both written and oral.
- Ability to handle a fast-paced environment, work under pressure and prioritize tasks in a compressed time frame.
- Strong work ethic and entrepreneurial spirit to adapt to evolving business needs.
- Demonstrated ability to provide novel ideas and multiple solutions to problems.
- A passion for Beautycounter's philosophy and mission.

At Beautycounter we are committed to creating a diverse environment and are proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

PLEASE SEND RESUMES TO: JENNIFER.RICE@BEAUTYCOUNTER.COM
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