

## Arkage is the first post-digital agency in Italy

We create engaging experiences that blur the line between online and offline.

The coronavirus pandemic has led us to experience something completely new. We sense the world has changed: we know this is temporary, but it doesn't feel that way, and we realize things will be different. This is only the starting point of a long-lasting change. Arkage is an ark of professionals that can help you navigate the post-digital age. We believe that creativity and communication can change the future for the better. Inspired by the arts and thankful to nature, we commit to producing a positive impact on our Planet. Arkage is a Certified B Corp committed to being Carbon Net Zero by 2030.

## How does the application process work?

- **you complete the application** on the website [arkage.careers](https://arkage.careers) (don't forget to submit your myers-briggs profile and to attach your portfolio);
- **you've got mail:** we get back to you via email to arrange a first interview (usually within 1 week);
- **first touch:** an interview with Simona, People Care team manager, and with one person closest to your job position to assess your professional skills;
- **team touch base:** a second with the Servant Leader and/or Product Owner of your candidate team to assess your attitude and your compatibility with the team;
- **almost done!** we will discuss budgets and you will get a final interview with our CFO;
- **welcome on board!** Now an onboarding process begins.

At any stage of the selection process, if something does not go as intended, we will send you an email explaining the reasons within 30 days from the first application. If it happens, don't worry! We periodically reopen the positions and if you are already in our DB you have more chances to join our ark in the future.

We invite you to stay updated about our events on [www.welcometothearkage.com](https://www.welcometothearkage.com)

## Arkage is looking for a **Project Manager (MI)**, is that you?

### What you do on a daily basis

- Supporting the Creative and Content Coordinator in the management of 360° communication.
- Projects on internal and external touchpoints, such as: .com, crm, social channels, retail.
- Be proactive on anticipating needs.
- Planning the team's activities, working on projects' gantts and keeping them updated.
- Cost/efficiency mindset.
- Set timeline and deadlines, ensuring the delivery on time and according to the channel requirements.

### Who you are

- Strong problem solving skills.
- Organizational skills.
- Always curious to know more and grow.
- Be proactive on anticipating needs.
- Creative thinking and mindset.
- Lover of team-work.
- Solid experience with Outlook, Keynote, Excel, PowerPoint.
- English (C1 level).

### Nice to have

- Educational Background: Marketing-Advertising-Communication.

## Compensation & Benefits

- 35 K RAL
- Salary and professional category commensurate with the candidate's experience
- Company Welfare
- Smart working
- Apple Workstation
- Free Coffee & Water
- Welcome Kit