STRATEGY • DESIGN • DIGITAL
hellomio.com

Project Manager

Mio | St. Louis, MO | Full-Time | Hybrid (must be STL based)

We're looking for a Project Manager who lives for the details and has a keen sense to make things run efficiently. We're seeking someone who can manage multiple projects, keep the details organized, and bring people together to deliver great work. You'll work with a talented team of creatives, strategists, and digital experts to keep the agency humming and clients informed. This position is for someone who enjoys variety and takes ownership and initiative.

A Little About Mio

Work hard & be nice to people.
That's it. Life can be hard enough. We believe in doing great work, treating people well, and having a life outside of the office.

Female-founded in 2009, Mio was born out of big agency burnout. That's why creating a workplace where people feel good and do work they're proud of has always been at the heart of who we are.

Mio is a boutique creative marketing agency in St. Louis. We combine smart strategy, great creative, and thoughtful execution across branding, content creation, digital marketing, and website design and development.

We're a small team by design, which means less bureaucracy, more collaboration, and more opportunities to build meaningful relationships and make a real impact for our clients. And we're proud to say some of those client relationships have lasted more than a decade.

Compensation & Benefits

Great work happens when people feel supported, appreciated, and have time to enjoy life outside of work. That's why we offer competitive compensation, generous paid time off, and a flexible, collaborative work environment.

Compensation & Health Benefits

- Competitive salary: based on experience
- Health and dental insurance, Mio covers 50% of individual premiums
- SIMPLE IRA retirement plan with a 3% company match
- Quarterly profit sharing

Time Off & Flexibility

- 14 days of combined PTO and sick leave per year
- 8 paid holidays per year
- PTO the week between Christmas and New Year's
- Hybrid work environment - 3 days in-office/2-days work from home
- Year-round flex Fridays - when your work is done, and the team is supported.

A Few More Perks

- Monthly team lunches
- Lunch & learns and ongoing professional development
- Quarterly team outings
- Team volunteer and philanthropy opportunities
- A casual, collaborative studio environment
- Great people, interesting clients, and work you can be proud of

What You'll Be Doing

Project Management & Workflow

- Manage multiple client projects, mainly monthly repeatable retainer work from start to finish
- Gather and organize project details, develop timelines, establish priorities, and coordinate team resources.

- Keep the weekly workflow moving, following up with team members and partners to ensure deadlines are met.
- Maintain accurate project details, timelines, and next steps in Asana so no detail is missed
- Anticipate what's coming next, identify potential roadblocks, and proactively find solutions.
- Review and proof deliverables for accuracy and quality, and ensure all deliverables are complete.
- Look for opportunities to improve agency workflows, tools, and processes. We are not a rigid group; if you see a better way, tell us.

Client & Team Communication

- Keep clients aligned on expectations, timelines, deliverables, and next steps.
- Prepare clear meeting agendas, call and meeting recaps, status updates, and project documentation.
- Communicate proactively, ensuring questions are answered and nothing falls through the cracks.
- Think critically, make thoughtful recommendations, and help solve challenges as they arise.

Budgets & Agency Operations

- Assist with project estimates, budgets, and resource planning.
- Track project hours and budgets using Tick, flagging potential scope changes and overages.
- Support agency capacity planning and resource allocation.
- Pitch in wherever needed to keep things running smoothly, whether that's shopping for ingredients or props for a photoshoot, arranging a shipment, running an occasional errand, or helping with the little things around the office that make a big difference.

What We're Looking For

- 3+ years of professional experience in project management, production, account coordination, or a related field.

- Experience working in a marketing agency, production company, or in-house creative team preferred.
- Proven ability to manage multiple projects, clients, deadlines, and deliverables simultaneously.
- Strong written and verbal communication skills.
- Excellent organizational skills, attention to detail, and follow-through.
- Familiarity with project management and collaboration tools; Asana and Tick experience is a plus.
- An understanding of creative production, marketing, and digital media, with a curiosity to keep learning.
- Strong critical thinking and problem-solving skills. We love smart tools, including AI, but value people who know how to think for themselves.
- Based in the St. Louis area and comfortable working in a collaborative, hybrid agency environment.

What Makes You a Great Fit

- **You're a doer.** You take initiative, get things moving, and follow through.
- **You think a few steps ahead.** You can't help but spot a potential problem from a mile away and figure out what to do about it.
- **You own your work.** You're accountable, organized, and take pride in the details.
- **You're a good communicator.** You keep people informed, ask questions, and make sure everyone knows what's next.
- **You're a team player.** You're happy to jump in, lend a hand, and ask for help when you need it.
- **You're curious.** You enjoy learning, exploring new ideas, and finding smarter ways to work.
- **You have perspective.** You care about doing great work, but you also know how to have fun along the way.

Our Hiring Philosophy

Blanket blind applicants need not apply. If you take the time to get to know us, you'll have a better shot at making it to that first interview. We've seen our website run through AI - and every cover letter generated looks the same. Tell us about yourself, your passions, your

quirks, and what makes you a good fit. We're an interested team looking to grow our roster. We believe getting to know someone goes both ways, and every candidate deserves a thoughtful, personal, and respectful hiring experience.

Interested?

We'd love to hear from you.

Send your resume and a little about yourself to contact@hellomio.com. Tell us what makes you a great project manager and why you think Mio might be the right fit.