

# Springbok – Digital Project Manager | Ghent | 39h

## Who are we looking for?

Do you thrive on keeping projects on track while spotting opportunities to make them even better? Does steering a project from idea to launch, keeping deadlines, budgets, and deliverables aligned, make your heart race?

We're looking for a **Digital Project Manager** to drive online marketing and performance projects, keeping everything running smoothly and efficiently.

## Your job in a nutshell

As a Digital Project Manager, you coordinate marketing, creative, and technical teams to deliver flawless digital experiences. You keep projects on track, manage budgets, and ensure clients are always in the loop. Thanks to your structured approach, your team can focus on execution while you take care of the rest.

## What you'll do

- **Lead the way:** You're the SPOC for your projects, keeping everyone aligned—internal teams, clients, and third parties.
- **Client communication:** You communicate directly with clients about **budgets, timelines, processes, and deliverables**.
- **Internal alignment:** You liaise with Client Service leads on **project progress, budget burn, and resourcing needs**, and coordinate with Finance, Operations, and Legal on key processes.
- **Plan, track & optimize:** Deadlines, budgets, and scope—you keep everything on track. You spot risks before they become issues and improve efficiency across projects.
- **Collaborate with experts:** You work alongside UX/UI architects, frontend & backend developers, designers, and marketers, ensuring each can focus on their specialty.
- **Drive efficiency:** You streamline workflows with templating, manage asset and delivery lists, and make sure tasks are clearly assigned.
- **Build relationships:** You motivate teams and align the needs of clients and internal experts.

## Your (growing) skillset

- **At least 4 years of experience in digital marketing**, either as a marketer who transitioned into project management or as a project manager who has always managed digital marketing projects and campaigns.
- Highly organized, proactive, and able to juggle multiple projects without missing a beat.
- **Strong relationship-building and communication skills**—you confidently align teams, clients, and stakeholders.
- **Excel/Spreadsheet proficiency** — comfortable working with spreadsheets, knows basic formulas and pivots, and can use them to their advantage.
- Experience with **project management tools** (Jira, Teamleader Orbit, Trello, etc.) is a plus.
- Understanding of **agency processes**, from strategy and creative ideation to content development, production,

and media.

- Familiarity with digital marketing workflows and working alongside online marketing, SEO, CRO, and creative teams.
- Curious and eager to keep learning about trends in the digital landscape.
- You are a helper by nature and help colleagues out when they are stuck with a challenge.

Apart from your skillset, we are also looking for a real cultural fit. We are human-centered, team-oriented and growth-driven. It's simply in our DNA. Each of us has a vibrant personality - each in our own way.

## What's in it for you

- A **market-competitive salary** with fringe benefits (meal vouchers, eco vouchers, hospitalization insurance, phone subscription, Mac with internet allowance...).
- Flexible working hours and the possibility to work partially from home.
- **39-hour workweek**, giving you 6 extra days off on top of the legal 20 holidays.
- Your **own training budget** and frequent company-wide learning opportunities.
- A vibrant, human-centered, growth-driven team where your input matters.
- A chance to **improve processes, make an impact, and grow** beyond day-to-day responsibilities.

## Your office

Your main playground will be our **Ghent office**, a beautifully renovated townhouse next to Citadelpark—close to train stations, lunch spots, and meeting rooms for collaboration or deep work.

<https://springbokagency.com>