



Project Manager

Job Description

August 2026

GMP Consultants is a public agency executive recruitment search firm based out of the Pacific Northwest. We provide senior level recruitment and consulting services to cities, counties, special purpose districts, and other local government agencies.

GMP's Project Managers provide project oversight and administrative support for GMP's recruitment searches, making a positive impact on the agencies we serve. Project Managers work as a team with GMP Consultants (recruiters) to provide high-level customer service to both clients and candidates.

Responsibilities

- Work with GMP Team Members and Clients to identify project goals and scope, and manage project timelines and resources to plan and quality standards
- Effectively communicate with internal and external stakeholders including clients, candidates, consultants/recruiters, project managers, designers, and management to accomplish search goals
- Attend weekly Teams meetings
- Attend client meetings as needed
- Handle and prioritize a range of administrative duties with latitude for independent judgment and initiative (including but not limited to: post advertising, schedule client meetings, create client deliverables, coordinate logistics for virtual and in-person interviews)

Work Environment

- GMP is a fully remote company, and this position will be work from home, but require time spent on virtual meetings and phone calls with team members and clients
- Daily work schedule can be variable with ability to be responsive and work to deadlines

Qualifications

- Minimum three (3) years of administrative experience, project management preferred
- Bachelor's degree required
- Excellent internal and external communication skills and attention to detail
- Excellent computer skills. Competent in the Microsoft Suite & Adobe Acrobat, with the ability to learn new software
- Ability to plan, monitor, and execute to multiple projects at once
- Human Resources experience desirable
- Or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to successfully perform the job

Ideal Candidate

- Strong attention to detail and time management skills
- Ability to work collaboratively and independently
- Professional demeanor and customer-service attitude
- Organized, goal-oriented professional
- Adaptable and creative problem-solver
- Effective oral and written communicator

**Position Details**

Part-time: Anticipated 20-30 hours per week

Pay range: \$25-\$35/hour depending upon qualifications. No benefits.

Opportunity to become full-time. Benefits would include healthcare and PTO.