[Musemind - Global UX Design Agency](#)

Project Manager

Dhaka, Bangladesh

About the job

Role Overview

As a **Project Manager** at Musemind, you'll own assigned projects **end-to-end**—from discovery and planning to delivery, QA, feedback loops, and final handoff. You'll act as the **primary point of contact for clients**, manage projects in **ClickUp**, facilitate cross-functional collaboration, and enforce quality and process standards defined in our **Project Operations SOP**.

This role is both **strategic and hands-on**. You'll manage client relationships, mitigate risks, optimize workflows, and play a key role in helping Musemind scale operational excellence across design and digital projects.

Weekly Activity Distribution (Approx. 40 hrs)

- **30 hrs – Individual Contribution (IC):**

- Direct project management, ClickUp updates, client calls, deck preparation, and QA coordination

- **5 hrs – Team Collaboration:**

- Syncs with designers, developers, and QA teams

- **3 hrs – Client Management & Reporting:**

- Weekly updates, milestone discussions, invoicing follow-ups

- **2 hrs – Cross-Functional Collaboration:**

- Coordination with Sales, Finance, and Design Leads

Key Responsibilities: Project Initiation & Planning

- Lead discovery and kickoff calls with Sales, Design Leads, and clients

- Translate contracts and SOWs into actionable project plans

- Prepare agendas, document notes, and maintain all records in ClickUp

- Validate scope and initiate re-estimations or change orders when required

Resource & Workflow Management

- Collaborate with Design Directors/Leads for resource allocation

- Conduct internal kickoffs with assigned designers and developers

- Set up ClickUp boards with tasks, milestones, dependencies, and communication protocols
- Align tools (Slack, Email, Zoom) with client communication preferences

Execution & Delivery Oversight

- Track daily progress and escalate blockers per SOP guidelines
- Ensure internal design reviews at key checkpoints (wireframes, UI, QA)
- Prepare polished, client-ready presentations using Figma or Loom
- Deliver weekly status updates (internal and client-facing)

Client Communication & Relationship Management

- Serve as the primary liaison for updates, feedback, and clarifications
- Consolidate and track client feedback within ClickUp
- Manage scope creep through structured checkpoints and change orders
- Build long-term client trust through proactive, transparent communication

Quality Assurance & Handoff

- Coordinate QA with Design Leads (usability, consistency, Figma hygiene)
- Prepare structured final deliverables and walkthroughs
- Lead client delivery sessions and secure formal sign-off
- Manage developer handoff for implementation-based projects

Reporting, Reviews & Closeout

- Document risks, blockers, and red flags; escalate when necessary
- Share updates in weekly PM sync meetings
- Ensure project closure, client sign-off, and proper archival
- Collect testimonials and support upsell or referral opportunities

Invoicing & Collection

- Ensure milestones are delivered and formally approved on time
- Coordinate with Finance to release invoices per milestone completion
- Communicate proactively with clients on invoice schedules
- Follow up on payments and escalate delays when required

Requirements: Experience & Education

- **2–4 years** of project management experience in a design, digital, or creative agency
- Bachelor's degree in Business Administration, Project Management, Operations, CSE, or a related field

Certifications (Preferred)

- PMP, CAPM, PRINCE2, Agile/Scrum certifications are plus

Knowledge & Skills

- Strong understanding of **UX/UI workflows** (wireframes → UI → QA)
- Proficiency in **Agile, Scrum, or Kanban** methodologies
- Hands-on experience with **ClickUp (preferred)**, Jira, Trello, Asana, Slack, and Figma

Soft Skills

- Excellent written and verbal communication (client-facing)
- Strong risk management, negotiation, and expectation-setting skills
- Proven ability to lead and facilitate cross-functional teams
- Comfortable working in fast-paced, multi-project environments

✨ **Why Musemind?**

You'll work with a passionate global team, manage meaningful design projects, and play a critical role in shaping scalable project operations within a fast-growing UX agency.

📩 **Interested?** Apply via LinkedIn or send your resume to **fozley.rabbi@musemind.ageny.**