



Project Coordinator Position Available

Overview:

As a Project Manager, you will act as our behind-the-scenes organization force, driving the success and efficiency of a variety of client projects. The position involves monitoring project plans, schedules, work hours, budgets, and expenditures, organizing and participating in stakeholder meetings, and ensuring that project deadlines are met in a timely manner.

To be successful as a Project Coordinator, you will need to be able to work on tight deadlines, be proficient with a variety of software, and have exceptional verbal and written skills. You will work on a multitude of projects including, but not limited to, advertisements, web sites, brochures, point-of-sale material, direct mail material, packaging, social media content, video, radio and television scripts, as required.

Key Responsibilities:

- Communicate with and report directly to the Account Service team members, coordinate tasks with the other departments in the agency including creative, social, media, studio, production and accounting as required
- Contribute to status meetings and documentation including daily prioritization, creating timelines and ensuring the departments have what they need to run projects smoothly
- Intake creative and communications briefs, organize requirements and set up project timelines and billing
- Manage internal and external resources and vendors
- Identify and communicate issues/risks in given projects to manage expectations
- Track and communicate project updates to appropriate stakeholders
- Participate in collecting feedback from team/partners about areas of improvement and help develop process efficiencies
- Use task management software and other internal tools to update team members accordingly, and ensure server file management and project documentation policies are adhered to

Skills and Experience:

- 2+ years of experience working closely with a design team (preferred) as a Project Coordinator or Marketing Coordinator
- Extremely detail oriented and organized
- Positive attitude and quicker learner, who can take constructive feedback
- Proactive in problem solving
- Proficient with Mac/PC, Microsoft Office, and Google Docs/Sheets
- Confident communicator with video conferencing and chat tools
- Dedicated and able to multitask a variety of projects