



Position: Project Manager

Location: Chicago, IL
Starts: June 2010
Level: 2 - 5 Yrs of Experience
Status: Full-Time

Integrated marketing firm seeks Project Manager with experience working on brand, web site, collateral, advertising, public relations, events, and research projects for clients in both for-profit and non-profit industries. Successful applicant will be able to interface with clients, operate independently, as well as display strong organizational skills and attention to detail.

Primary Job Tasks: Project Management

- Provide strategic marketing and communications council to clients
- Schedule and manage client meetings
- Develop project timelines
- Delegate project tasks and assignments to members of design, copy and web development teams
- Review, edit and provide feedback on internal design, copy and web concepts prior to client submission
- Lead project presentations and revision round reviews with clients
- Monitor project team time entry for accuracy and efficiency
- Manage project budgets and out-of-pocket expenditures
- Work with outside vendors to develop project expansion cost estimates

Applying for the Position

If you are interested in applying for this position, please submit a resume with references to:

Courtney Hill
312-255-3030 (f)
chill@marketm.com

About Market M

Market M is a spin-off of the small business service division of leading global public relations firm Hill & Knowlton, and operates as an integrated marketing firm providing comprehensive project and campaign-based solutions for small to mid-sized businesses, as well as non-profits. We also help large companies and government agencies develop marketing campaigns targeting the small business marketplace, and serve as a low-cost alternative for developing marketing support material for organizations of all sizes. To learn more, please visit us online at www.marketm.com.