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## PROJECT MANAGER

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**COMPANY:**

MarkeTeam, LLC. (<http://www.mkteam.com/>)

A Direct Response Advertising Agency Specializing in Fundraising for Nonprofit Organizations

**LOCATION:**

Atlanta, GA (Near Perimeter Mall, next to Sandy Springs MARTA station)

**WORK EXPERIENCE:**

5 or more years of advertising or marketing experience required.

**EDUCATION LEVEL:**

Minimum requirement of a Bachelor's degree in Advertising, Marketing or other related major.

**ABOUT MARKETEAM:**

At MarkeTeam, we believe in doing good work and work that does good. MarkeTeam is a full-service direct marketing agency specializing in providing services to many of the leading nonprofit charities in the United States, including the U.S. Fund for UNICEF, Paralyzed Veterans of America, Smile Train, Memorial Sloan Kettering Cancer Center, Sierra Club, The Humane Society of the United States, and Mayo Clinic.

Along with the opportunity for personal and professional growth, MarkeTeam offers a comprehensive benefits package including fully-paid medical and dental coverage, flexible spending accounts, life insurance, a matching Simple IRA retirement plan, minimum of three weeks of vacation/paid time off, 10-15 paid holidays, an innovative and diverse work environment, as well as other amenities.

This is an excellent opportunity to work in a profitable, high-growth advertising/marketing agency that allows you to advance your career, earn a very competitive salary with generous benefits, while also making a positive impact on the lives of children and adults in the United States and around the world!

**JOB DESCRIPTION:**

A MarkeTeam Project Manager will coordinate, facilitate, traffic and manage creative projects between client services, production and creative services departments. PM's are responsible for reviewing all artwork from the internal creative department and vendors, as well as providing extensive lettershop coordination between Target MarkeTeam and vendors.

Other Project Management duties include interacting daily with clients and vendors regarding schedules, artwork and creative revisions, leading weekly status meetings with clients, managing project budgets and costs, and supervising client, vendor and internal schedules to maintain drop dates and tight deadlines.

Applicants should have working knowledge of MS Excel, MS Word and MS Power Point. Effective writing and communication skills are required, and applicants must be detail oriented with an ability to manage multiple tasks and meet critical deadlines.

Please submit resumes to [HRDept@mkteam.com](mailto:HRDept@mkteam.com)