

Project Manager

Benefits: Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

Salary range: \$13.00 to \$15.00 hourly
Employment status: Contract / Temporary

Description

Job Summary:

bull Responsible for all post-sale activities of assigned clients and associated campaigns including post-sale stewardship inventory management post-sale reporting creating a strategic make-good/under delivery plan and providing exceptional execution of client campaigns. Ensures full integration of varied knowledge to determine business and functional priorities as it relates to the client campaign. Acts as a key business partner providing oversight in a complex and critical environment for the full life-cycle of the client campaign. Works with moderate guidance in own area of knowledge.

Core Responsibilities:

- bull Manages and facilitates the fulfillment of larger contracts with more specific and complex requirements revisions and copy into a traffic-ready status including transferring orders from sales to traffic/stewardship facilitating copy instructions and related communications between clients and traffic and processing revisions as required leveraging shared services resources as appropriate.
- bull Determines when to deviate from established policies and procedures to ensure fulfillment of contract requirements.
- bull Acts as primary business partner to traffic and other departments as necessary to ensure fulfillment of any special requirements by interpreting contract requirements researching discrepancies or inconsistencies and developing and implementing alternative solutions.
- bull Develops partnership with sales organization to lead all efforts to maintain and manage the execution of the entire client campaign life cycle such as making schedule changes developing and implementing efficiencies and opportunities and acting as first responder for any client issues that arise.
- bull Develops and executes alternative solutions to ensure attainment of client expectations and to resolve issues for make goods/under delivery.
- bull Review and act on pre-empt notices oversell reports and other related inventory information.
- bull Develops ad hoc performance reports provides analysis insight and recommendations to enhance success of current and future campaign performance such as ratings achievements run rates.
- bull Develops best practices or solutions to improve campaign processes and define metrics to measure process effectiveness.
- bull Consistent exercise of independent judgment and discretion in matters of significance.
- bull Regular consistent and punctual attendance. Must be able to work nights and weekends variable schedules as necessary.
- bull Other duties and responsibilities as assigned.

Job Specification:

- bull Education Level: - Bachelors Degree or Equivalent
- bull Years of Experience: - Generally requires 2-5 years related experience

Additional Preferred Qualifications:

- bull Superior attention to detail
- bull Outstanding ability to multi-task
- bull Exemplary follow-up/follow through
- bull Advanced Microsoft Office suite skills specifically Excel Word Outlook
- bull Ability to embrace change in a fa...

Requirements

Basic Office Skills

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Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

This Job Posting will expire in 10 days.