



I M P R E S S I O N S W H Q

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Now Hiring an Account/ Project Manager

JOB DESCRIPTION

Our Account / Project Administrator has varied tasks and is responsible for internal operational processes and administering the details of project work. You'll also work to increase sales and manage those associated projects. You'll assist the Creative Director/Owner with:

- managing projects & prioritizing goals for the organization
- continually improving the management systems of the organization
- devising marketing & client development strategies
- developing new revenue streams

It is the Account / Project Administrator's responsibility to work with CD to implement plans and goals and carry them to fruition. Because we are a small but growing company, all employees must be willing to work independently and periodically work outside of their job responsibilities as a team player. You can also enjoy premium quality coffee with your teammates while discussing projects.

IDEAL ACCOUNT/PROJECT MANAGER DESCRIPTION:

- You're **highly professional**- from your appearance & demeanor to your ability to maintain confidentiality.
- You're an **efficient manager** who thrives on improving processes, working ahead of deadlines, building relationships with clients, and ensuring that established priorities and goals are met while maintaining all project management systems.
- You're **creative** and nimbly move from crafting copy, content & social media posts to developing strategic marketing plans and effective campaigns.
- You're **proficient with technology** and enjoy learning new applications.
- You're a **great communicator**, in all ways.
- You're **highly organized** and words like *efficient* and *multi-tasking* are part of your 'happy place'.
- You're **fiercely loyal** and dedicated to the success of the company, the happiness of the client, and the effectiveness of the team.
- You approach work and life with an **'all-in' and 'can do' attitude**. You'll do what it takes to meet deadlines and ensure high quality standards are met each and every time.
- You're a **business development strategist** who invents new revenue streams, increases our client base & builds brand awareness for our services. You've been known to network better than a teenager on snapchat.
- You're a **wise negotiator** who can discern a client's needs, get a great deal from a vendor, craft quotes/proposals and close the deal.
- You're **fun** to work with, with a great sense of humor (not optional), a taste for strong coffee (optional), and a passion for all things marketing & advertising.
- You're an **experiential marketing guru** and trade shows are a favorite. Assisting with managing our trade show display department (properties management, coordinating client show services, handling display rentals & warehouse systems) is something you could do in your sleep.
- You're **bullet proof**, have x-ray vision, can leap tall buildings in a single bound and have been known to hang out with other superheroes.



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DESIRED EDUCATION & EXPERIENCE

- Degree in Communications, Marketing or a related field; equivalent experience accepted
- 1-3 years experience in account management position
- Preference given to candidates with certifications for Google Advertising, Automated Marketing Platform (Hubspot, Act-on, Sharpspring, etc.), and Social Media

COMPENSATION

Full-time salaried position

ABOUT THIS COMPANY

To find out more, visit 2impress.net

HOW TO APPLY

Please send your resume and cover letter as pdfs to careers@2impress.net

Please use the following file naming convention:

first name.lastname_resume.pdf

first name.lastname_cl.pdf