

Peak Profits LLC

Job Title: Project Manager

Revision Date: 4/10/2011

Position Overview

This position is responsible for coordinating the assignment, completion, and quality control of client projects within the designated time frame.

Essential Job Functions

- Maintain contact and email databases
- Format marketing emails
- Develop and maintain prospecting lists
- Prepare mail and email correspondence
- Perform basic website maintenance
- Data entry
- Develop and maintain detailed procedure outlines
- Respond to client requests
- Track progress of client projects using Project Management software
- Provide updated status reports to client
- Communicate with client to solicit additional project work
- Delegate specialty tasks to appropriate team members

Non-essential Job Functions

- Expense Tracking
- Word processing
- Desktop publishing
- Social media marketing

Requirements

- Above average working knowledge of MS Word, MS Excel, and MS Outlook.
- Basic html knowledge
- Excellent accuracy
- Database management experience. ACT! 2007 preferred.
- Email marketing experience. Constant Contact preferred.
- Above average writing, spelling, and proof reading abilities
- Extreme comfort using computers and the internet
- Ability to manage multiple projects

Other Skills/Abilities

- Good phone presence
- Internet marketing experience
- Working knowledge of Social Networking Sites

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as needed to meet the ongoing needs of the organization.