

*"Whatever you can do, or dream you can, begin it.
Boldness has genius, power and magic in it."*

—Johann Wolfgang von Goethe

Project Manager / Non
Degree Salary \$30,720

- Manage projects using project management accounting systems
- Review projects in conjunction with account managers
- Review project briefs with team to understand, verify and establish clear deliverables, budgets and schedules
- Prioritize projects according to complexity and skillset, set realistic timelines and provide production schedules
- Record, track and monitor project schedules and resolve any issues or problems
- Prepare estimates for projects and obtain quotes from outside vendors based on project brief information
- Keep team informed of progress, issues and concerns
- Review projects and schedule offsite needed supplies with vendors
- Perform and manage outside proofreading services
- Quality control, including QA Checks, reviewing, measuring and evaluating staff performance, creative output and project processes
- Ensure client receives accurate and timely delivery of projects
- Continually evaluating and implementing new agency processes and procedures
- Ensure proper NCOA forms for mailings are on file for clients

Marketing and Design Company Project Manager

Bachelor or Associate Degree

Salary Avg. \$34k to \$40k

- Same Duties With Minor Difference

Degree Salary

Personal Knowledge and Experience

Advertising

Photoshop CS6/Adobe Illustrator/Light room

Project Manager Programs (Mail Shop)