



### **Hybrid Traffic Manager / Project Manager/ Junior Account Executive – POCP**

~20 hours/week, indefinite, contract position, daytime hours, flexible job environment

In this position, you will work in various capacities as a member of an overall project team - a traffic manager capacity to help establish and prioritize project workflow, deadlines, and overall quality of deliverables and as a Project Manager to ensure that projects/services sold to clients meet specifications, timelines, and quality standards. As a Junior Account Executive, you will own less complex deliverables from start to finish through the editorial process. You will work across a variety of project teams with a broad array of project deliverables. The Project Manager thus contributes substantially to client satisfaction through competent project management. Must have a computer and internet access.

#### **Responsibilities:**

- Works collaboratively with account managers/directors, graphic designers, copywriters, editors and subject matter experts to create and manage project timelines and prioritize deliverables for the team
- Manages freelance bench, coordinates and assigns work to ensure that requirements are met efficiently
- Creates, maintains and issues weekly status reports as well as daily, annual and weekly schedules
- Orchestrates internal resources and freelance help in accordance with project specifications and timelines
- Drives and manages the workflow of all team members to ensure the best quality of the deliverables as well
- Engages Account Management Teams and others about issues to maintain or exceed standards of quality relative to client deliverables
- Collaborates with staff and freelance team members and provides ongoing guidance to the project team regarding items including but not limited to structure, scope of content, technology requirements, art and design and development needs of the project to ensure that team members are meeting the product's marketing and creative goals
- Leads a weekly project planning meeting with designers, editors, writers and account management team to prioritize the deliverables for the week ahead
- Checks changes and approves versions of the project at various required stages

#### **To Succeed You Will Need:**

- Project/program management and/or coordination experience
- Working knowledge of graphic design, editorial, technical and production processes
- Ability to efficiently work remotely
- Must be a self-directed professional, able to multi-task and lead cross-functional teams
- Must have strong organizational, interpersonal and communication skill
- Advertising agency experience preferred
- Strong business knowledge required in the area of pharmaceuticals, client services/account management, the healthcare market, the medical industry and/or medical communications and publishing is a plus
- Experience using Basecamp, Smartsheet a plus

If interested, please submit resume and hourly pay requirements to [careers@pocp.com](mailto:careers@pocp.com).