

Interactive Project Coordinator

Pipitone Group is a marketing and communications firm that does great work with great people. How do we do it? We InteGREAT. Brand building and business building. Marketing and sales. We develop multi-disciplined, integrated approaches—and then execute them flawlessly—to help clients achieve results.

Can You Cultivate? Integrate? Motivate? We are seeking an Interactive Project Coordinator who knows how to grow and nurture strong client relationships. We are looking for someone who understands integration and knows how to apply interactive marketing strategy for a variety of clients. Someone who knows how to organize, inspire a team and drive better thinking. The Interactive Project Coordinator will be responsible for:

- Ensure comprehensive and concise communication between internal and external Client teams by assuming a leadership position in client calls and internal status meetings.
- Consult with other departments as needed to be certain client objectives are clearly understood and effective strategic solutions are developed.
- Review Client team members' work to ensure that it reflects the client's approved strategy and objectives prior to submission to the executive team and client.
- Monitor project progress and provide updates to senior management as required.
- Enter project schedules into Function Point.
- Stay abreast of general marketing trends and best practices.

As a dynamic team player you will work in collaboration with the executive team to create this company's absolute best work, bringing innovative bold ideas to life coupled with service excellence.

Bachelor's Degree in Marketing Technology, Computer Information Systems, or related field and/or equivalent work experience is required. Strong technical skills in MS Office 365 and Visio is required, as well as strong perceptive and analytic abilities.

Please submit resume, references and salary requirements to pgjobs@pipitongroup.com. No phone calls please.