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# Example of Manager, Project Manager, Marketing Job Description

Our company is growing rapidly and is looking for a manager, project manager, marketing. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for manager, project manager, marketing

* Coordinates specifications with graphic design team and sources print projects
* Provides updates to the marketing team regarding specifications, pricing and delivery
* Coordinates design and photographic assignments and production activities
* Organizes and maintains photo archives
* Has a thorough understanding of the planning, creative and production processes
* Manage projects from inception through delivery by defining project scope, executing deliverables, maintaining budgets, insuring quality control and brand integrity
* Plans and schedules project timelines, including milestones
* Handles monthly billing and reconciliation of all projects for assigned clients
* Acts as the liaison for assigned projects between the marketing department and merchants to develop and implement strategic project plans
* Proofreads copy, artwork, agency and printers’ proofs as requested

## Qualifications for manager, project manager, marketing

* Experience managing print production and online graphics (knowledge of printing technologies and formats, press checks, color proofing, email format, banner ads)
* 3-5 years of experience with Web Content Management systems
* Agency or creative project management experience required
* Passion for beauty is a plus!
* Resourceful "roll up the sleeves" attitude
* Bachelor’s degree in Communications, Journalism, Marketing, English or Advertising or equivalent experience