

## Job Description: Marketing Project/ Production Manager

**Location:** Remote

**Employment Type:** Full-Time

**Experience Level:** 2-5 years

### About the Role

We are seeking an organized and detail-oriented Marketing Project Manager / Production Manager to oversee multiple marketing initiatives from concept through completion. This role is essential to ensure our marketing projects meet deliverable dates, and that corporate and/or client materials are produced and delivered on time, within budget, and to the highest quality standards. You will serve as an integral part of the Marketing team, reporting to the Chief Marketing Officer, coordinating with all external marketing vendors.

### Key Responsibilities

#### Project Management

- Manage multiple marketing projects simultaneously, maintaining detailed timelines and ensuring all deliverables stay on schedule
- Track project milestones, approval stages, and production deadlines across all active campaigns
- Coordinate with Marketing team members and other stakeholders as needed (sales) to gather requirements, secure approvals, and maintain project momentum
- Proactively identify potential delays or roadblocks and develop solutions to keep projects moving forward
- Ensure all projects are tracked and managed appropriately in Smartsheet or other project management software

#### Production Coordination

- Oversee the production and printing of marketing materials including brochures, trade show materials, promotional items, signage, and other collateral for client programs.
- Coordinate with external vendors and print partners to obtain quotes, place orders, and manage production schedules

- Manage shipping logistics and coordinate delivery to ensure materials arrive when and where needed

### **Budget and Vendor Management**

- Track project budgets and expenses, ensuring all costs align with approved allocations
- Match vendor invoices to purchase orders and approved budgets, flagging any discrepancies and collaborating with finance as needed
- Maintain relationships with vendors and negotiate pricing when appropriate
- Process purchase orders with finance, as needed

### **Organization and Communication**

- Maintain organized project files, documentation, and records for all active and completed projects (within Smartsheet as appropriate)
- Provide regular status updates to CMO on project progress, timelines, and budget status
- Facilitate approval processes and ensure all necessary signoffs are obtained in a timely manner
- Serve as the primary point of contact between Marketing team and external production partners

## **Qualifications**

### **Required:**

- 2-5 years of experience in project management, production management, or marketing coordination
- Proven track record managing multiple projects simultaneously while meeting deadlines
- Experience coordinating the production and printing of marketing materials
- Strong vendor management skills with experience placing orders and managing supplier relationships
- Demonstrated ability to manage budgets and reconcile invoices to approved expenses
- Exceptional organizational skills with meticulous attention to detail
- Excellent written and verbal communication skills
- Proficiency in project management tools and Microsoft Office Suite (Excel, Word, PowerPoint)

### **Preferred:**

- Experience in healthcare, technology, or B2B marketing environments
- Familiarity with print production processes and specifications
- Knowledge of shipping and logistics coordination
- Experience with project management software (Smartsheet, or similar platforms)
- Understanding of marketing best practices and brand management

**Benefits & Salary:**

- \$80,000-\$90,000 commensurate with experience
- 401(k)
- Dental insurance
- Health insurance
- Referral program
- Unlimited paid time off
- Vision insurance
- Remote work location