



**bulldog**  
**solutions™**  
Lead Generation Unleashed

Bulldog Solutions is currently seeking a **Project Coordinator**. This position will provide day-to-day tactical support for client programs, including email campaigns, webinars and interactive development. Project Coordinators traffic all deliverables through the production process. They assist the Project Manager with data integrity, project documentation, etc. They work closely with internal teams and clients to ensure that project goals are accomplished on time and on budget and that expectations are surpassed. The ideal candidate will be flexible, willing to learn and comfortable with change. Duties will involve management of tasks, timelines, resource allocation and work trafficking.

#### **Job Responsibilities:**

##### **Traffic day-to-day deliverables; primary internal point of contact**

- *Work within Bulldog campaign management systems--@Task and CCC, to stage campaigns on behalf of client initiatives; participate in the maintenance of project data.*
- *Assist PM with management of project details for email communications, registration and creative execution.*
- *Compile and communicate client review documentation with account, creative & development teams.*
- *Maintain appropriate and responsive working relationships with internal team members, 3<sup>rd</sup> party vendors.*
- *Edit and maintain documentation with PM such as weekly status reports, timelines and financial reports.*

#### **Required Qualifications:**

- *Must possess strong organizational skills, be able to learn new systems and processes quickly and be able to work in a deadline oriented environment.*
- *Must be direct, assertive, fearless and ready for the challenge with ability to inspire the talent and creativity of team members.*
- *Must be a dynamic team player and strong communicator within a fast-paced environment*
- *Must possess excellent project management and analytical skills and have experience managing client timelines and projects with MS Project, Word, Excel, Visio, PowerPoint, or similar software.*
- *Must have ability to maintain multi-month projects, priorities and schedules*
- *Must be able to work autonomously and within a team environment*
- *1+ years experience managing interactive projects either from the client or agency side*

- *Ability to translate business and technical concepts into functional specification documents preferred.*
- *Ability to communicate fluently in both conceptual and technical terms and familiarity with information architecture/design and user experience best practices preferred.*

**Compensation:**

We offer a competitive salary, health care plans including medical, dental, and vision – full-time employees enjoy these benefits with-in the first 30 days of employment; educational reimbursement; as well as various other employee benefits in an energetic and cutting-edge work environment.

**Disclaimer:**

To be considered an applicant, you must apply for this specific position and meet its minimum qualifications as determined by Bulldog Solutions. This job description is not meant to be an all-inclusive statement of every duty and responsibility of the jobholder. Certain features of this job are described in the above headings, but are not necessarily limited to the above written statements. They may be subject to review. All positions within Bulldog Solutions may include other duties as assigned.

This is a regular, full-time position in our offices in Austin, Texas.

NO SPONSORSHIP IS AVAILABLE FOR THIS POSITION. U.S. CITIZENS OR GREEN CARD HOLDERS ONLY PLEASE.

Please forward your resume to [mjolly@bulldogsolutions.com](mailto:mjolly@bulldogsolutions.com).