



Job Description

Title:	Jl Project Coordinator
Reports to:	Director of Client Services

Jobson Healthcare Information (JHI) is a premier healthcare information and marketing services provider, with leading positions in a variety of growing healthcare markets such as pharmacy, eye care, clinician (physicians, nurse practitioners and physician assistants) and the managed markets (managed care, hospitals and government). Through its diversified, multi-media portfolio of marketing services, information databases, publications, medical education programs, events, websites and other digital and traditional media services, JHI is uniquely positioned to inform and educate a highly targeted network of approximately one million healthcare professionals across multiple specialties.

A division of Jobson Healthcare Information, Jobson Interactive (JI) is based in Wilton CT and Colorado Springs, CO. JI offers world-class web and mobile app development, including integrated e-commerce solutions, B2B platforms, B2C platforms, licensed mobile rep applications, custom development, and e-mail marketing services. JI is backed by a team of highly experienced and dedicated professionals who are able to deliver high-impact results that maximize your business potential. From strategy to design and development, JI has both the resources and experience to meet all of your digital needs.

General Description

The Project Coordinator is an essential member of our team, responsible for general support for multiple groups and/or priorities, including Marketing, Sales, Web / Mobile App Customer support, and the execution of client email marketing campaigns.

Job Responsibilities

- Support our mobile app and e-commerce customers
- Log and manage support tasks and maintenance requests in our Project Management Software System
- Support JI's direct email marketing service for clients
- Work with our customers and developers to prepare and execute direct email marketing campaigns and post campaign reports.
- Support the sales staff in organizing proposals, contracts, and prospect correspondence
- Coordinate internal marketing / lead generation campaigns / manage our Website
- Other duties as assigned

NOTE: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.



Job Description

Qualifications

- 0-3 years' experience in a professional office setting
- Bachelor's degree
- Outstanding interpersonal and client support skills
- Excellent written and oral communications skills
- Able to handle multiple projects and work as a team member in a fast-paced environment
- Must be self-driven, detail oriented, and able to produce quality, timely results with little supervision
- Open minded, flexible, can-do attitude
- Eagerness to learn and grow with the business

Travel

- Limited travel required

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