

TRADECRAFT

ADVERTISING • DIGITAL • PUBLIC RELATIONS



PROJECT MANAGEMENT INTERNSHIP

OUR IDEAL CANDIDATE

We are currently looking for a Project Management Intern who is passionate about working in a collaborative and creative environment. Candidates must be flexible, enjoy teamwork, be well organized, self-motivated, and have the ability to multitask with attention to detail.

Candidates must have strong communication skills and the ability to develop collaborative working relationships with internal and external partners, freelancers and vendors. Willingness to take ownership and work independently under tight deadlines is a must.

INTERNSHIP JOB DUTIES

- Assist the Account Service team in the day-to-day management of client projects and deliverables
- Manage daily work assignments and keep the VP of Client Services and clients informed on individual project status
- Draft proposals, estimates, communication plans and budget reconciliation spreadsheets
- Get up to speed on Function Point – TradeCraft’s project management software system
- Coordination of work schedules, Function Point organization and assist in the development of new internal processes for project and workflow
- Utilize TradeCraft’s Google Drive, Trello and Dropbox to manage and organize files for the internal staff, freelance partners and clients
- Assist in TradeCraft social media, studio events, website and PR efforts

ABOUT TRADECRAFT

TradeCraft is a full-service advertising and communications firm that specializes in creating unique solutions that deliver results. With offices in San Antonio and Austin, we are a carefully curated team of subject matter experts offering novel solutions based on learned practices, past performance, and trade knowledge.

Our day-to-day is focused on developing marketable strategies for the distribution of engaging content across a multitude of channels. We are makers, strategists, project managers, graphic designers, public relations professionals, copywriters, user experience specialists, engineers, media buyers, traffic & print production managers.



Interested?
LET'S CHAT!

Please Send Your Resume to:
info@trade-craft.com

Check Us Out Online at:
trade-craft.com

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