

Job Title:	Project Manager	Job Category:	Administrative
Department/Group:	Administration	Job Code/Req#:	N/A
Location:	Mobile/Virtual	Travel Required:	Yes; 10%
Level/Salary Range:	Hourly: \$11.00 plus commission	Position Type:	Part-time; hours will vary
HR Contact:	Ms. Taneesha Thomas	Date posted:	
Will Train Applicant(s):	Yes	Posting Expires:	Until vacancy filled
External posting URL:	www.mindyourmannersetiquette.com		
Internal posting URL:	www.mindyourmannersetiquette.com		
Applications Accepted By:			
E-mail: inquires@mindyourmannersetiquette.com Attention: Hiring Manager RE: Project Manager Position		Mail: Hiring Manager Mind Your Manners Etiquette School, Inc P.O. Box 13954 Maumelle, Arkansas 72113	
Job Description			
Role and Responsibilities			
<p>We are looking for a responsible, well-spoken Project Manager to manage and help build our client base. Have a strong desire to sell, up-sell and think outside of the box. You will work closely with the Managing Partner and have the ability to work virtually without constant supervision. The responsibilities will include but not limited to:</p> <ul style="list-style-type: none"> • Manage a client base of existing, past, and potential • Follow up with clients via telephone, email and/or office visits • Follow up with vendors, leads, customers • Manage existing projects from start to end 			
Qualifications and Education Requirements			
<ul style="list-style-type: none"> • High School graduate, with some College coursework at minimum • High knowledge and proficiency of MS Office • Excellent verbal and written communication skills, REQUIRED • Moderate knowledge of etiquette norms and Professional image is REQUIRED • Ability to use discretion and confidentiality, REQUIRED • High ability to multi-task and prioritize daily workload • Ability to work under pressure and deadlines • Advanced Sales background, REQUIRED 			