



2015

Position: Administrative Coordinator

Location: Bloomingdale, IL

Description: The IMI Project Coordinator will support IMI Senior Management and Account Managers in their day-to-day client services activities. This support will include industry research, administrative tasks, client specific data analysis, presentations, post-presentation follow-up along with occasional special event planning and execution.

Qualifications:

- MS Office Proficiency
- Advanced proficiency in Excel and PowerPoint or Prezi
- Ability to read and comprehend internal accounting reports and maintain accurate budgeting reports for clients
- Demonstrated proficiency in research and data analysis
- Excellent proofreading skills
- Ability to multi-task and possess high-energy interpersonal skills
- Creative flair for marketing and ideation
- Professional demeanor with a heart for hospitality
- Strong organizational and time management skills
- Ability to prioritize work assignments and work under minimal supervision
- Follow-up and follow-through must be your mantra
- Bartending and/or restaurant experience is a plus
- Ability and willingness to travel

Salary: Commensurate with experience and demonstrated successes

**A T L A N T A**  
1196 Buckhead Crossing  
Woodstock, GA 30189  
770.928.1980

**C H I C A G O**  
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