



Date: 9-18-15

Position: Project Management, Beverage Alcohol

Description: We have an immediate opening for an experienced and enthusiastic Project Manager. This position is half analytical brain, half creative thinker. It calls for excellent organizational skills and strong communication skills, experience in coordinating projects with direct interaction with clients; managing 500k+ budgets, superior multi-tasking skills, demonstrated proficiency in MS Office; food and beverage hospitality knowledge is a must. If this describes you and you can work with minimal supervision and complete tasks with spot on accuracy, we want to hear from you!

Qualifications:

- Successful project management track record
- Strategic planning expertise
- Proven experience in managing large budgets
- Ability to read and comprehend internal accounting reports and maintain accurate budgeting reports for client
- Experience in drafting proposals and presentations
- Ability to multi-task and possess high-energy interpersonal skills
- Demonstrated success with food and/or beverage programming from project ideation thru implementation
- Experience in analyzing and interpreting relevant data in order to provide reputable consult to client
- Expert technical experience in all Microsoft Office programs
- 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

Location: Woodstock, GA

Salary: Commensurate with experience and demonstrated successes

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