



Assistant Project Manager

Monotype, LLC is a full-service editorial, design, and production studio specializing in the development of Pre-K through grade 12 educational products for publishers. We are expanding and seeking an Assistant Project Manager.

You will be a key member of the project management team, assisting Project Managers to ensure our clients' needs are met while organizing information into manageable data and maintaining in-depth knowledge of the projects you are managing.

Qualifications

- Establish and maintain effective working relationships with various departments, associates, clients, and vendors
- Maintain workflow and meet deadlines
- Strong leadership, communication (both verbal and written), and customer service skills
- Organizational and time management skills are a must
- Ability to work effectively as part of a team
- Respond to frequent demands of multiple clients and vendors
- Capability to work long hours when necessary; flexibility is a must
- Lead and manage large projects with multiple clients and vendors
- Promote teamwork and cooperation to achieve objectives
- Work well under pressure with excellent troubleshooting skills
- Prioritize multiple responsibilities
- Strong typing skills as well as knowledge of Excel and FileMaker
- General knowledge of desktop publishing, InDesign, and QuarkXPress is helpful
- Ability to multi-task and the motivation to take charge as necessary

About Monotype

Monotype has been a resilient force in the publishing industry for close to a century. We deliver top-tier services to a variety of clients by focusing on project management and providing a rich array of publishing services including editorial, design, production, strategy, and technology. Monotype is located in the eclectic Baltimore neighborhood of Hampden.

To Apply

Send a resume and cover letter to careers@monotype.net. For more information about Monotype, please visit our website at www.monotype.net!