



Media Services Custom Programs Specialist, Willoughby Ohio

From a wide variety of magazines to eMedia, seminars, trade shows and custom print projects, Meister Media Worldwide is a leading Communication and Information Center for Worldwide, Specialized Agriculture. An exciting opportunity exists in Meister's Media Services department for a Custom Programs Specialist to work in conjunction with MMW business teams to create, coordinate and oversee client-based initiatives. This position is responsible for meeting client expectations on integrated, interactive and other various custom projects. While taking full ownership of the project, the Custom Programs Specialist develops the full list of deliverables but does not execute them, and instead brings together the necessary MMW service teams to produce each deliverable. This position, which reports to the Associate Director, Media Services – Custom Programs, requires excellent organizational and communication skills to work hand-in-hand not only with internal business and service teams but with external clients as well.

Responsibilities (include but are not limited to):

- Work with sales and the client to identify the scope, deliverables and estimated costs
- Identify the service departments and/or vendors to handle the execution of deliverables
- Create comprehensive project timelines and allocation spreadsheets
- Utilize project management software to manage deliverables and to maintain open lines of communication
- Effectively communicate all aspects and updates with internal and external stakeholders
- Develop a thorough post-project analysis for the client
- Conduct an internal post-mortem for each project to thoroughly vet all aspects of the project

Qualifications

- Must adhere to the principles outlined in the Blueprint to Success
- Strong customer service skills a must
- Extremely well organized with excellent communication skills
- Ability to work on multiple projects at the same time
- Proven ability to work with internal and external clients to see projects through to completion
- Detail oriented
- Talent for compiling and reporting analytics
- Must be able to work within deadlines and adhere to timelines and schedules
- Proficient in the Microsoft Office suite
- Proficient with Adobe Creative suite, helpful but not necessary

Meister Media Worldwide offers a competitive compensation and benefits package including Bonus, 401(k) and Profit Sharing Plans.

Please submit resume and salary requirements via email to careers@meistermedia.com or by mail to:

**Meister Media Worldwide
Attention HR-MSCPS
37733 Euclid Avenue
Willoughby, Ohio 44094**