

**James Marketing Consultants**

Dear Suma Adavi,

James Marketing Consultants is pleased to offer you a position with our firm as an Entry-Level Project Manager. We are excited because we trust that your knowledge, skills, and willingness to learn will create tremendous value to our team.

Orientation Date:

We look forward to kicking off your orientation on **Friday 7/6/18 at 10:30am** to review training material, expectations, weekly schedule, and your first assignment. Training will begin the following Monday at 11:30am.

Location: 3021 E 98th Street Suite 115 Indianapolis, IN 46280

Position: Entry-Level Project Manager

Hours: 40+ hours per week.

James Marketing Consultants Entry-Level Project Manager’s responsibilities include and are not limited to;

* Achieving customer satisfaction
* Delivering quality services to customers
* Ensuring timely solution according to customer needs
* Applying our new Salesforce CRM technology

Feel free to contact our office if you have any questions or concerns.

Warm regards, HR 317-427-3635