



## **Product Development & Account Coordinator**

IMC Licensing, a Louisville-based brand licensing agency specializing in world-famous consumer product brands, seeks a Product Development & Copy Editor Assistant whose responsibilities will include:

- Assisting in the product development and artwork approval process between our clients and licensees
- Maintaining product development database of activity status
- Providing research and support to Product Development & Creative Manager, Licensing Managers and other staff as requested
- Compiling marketing materials (including copying, binding, mailing) for licensee and new business development
- Coordinating IMC's presence at our annual industry tradeshow
- Assisting with phones and other administrative functions

### **Requirements:**

- Detail Orientation – extreme attention to detail and willingness to satisfy our clients' expectations for perfection is critical
- Communication – excellent written and oral communication skills with varied audiences
- Software Skills – working knowledge of MS Word, PowerPoint and basic design skills
- Learning Orientation – eagerness to learn constantly about a developing industry and its clients
- Energy & Ambition – as a young entrepreneurial company, we all work together to achieve great results for our clients

**Compensation:** Commensurate with experience

**Hours:** Full time

**Contact:** Fax, mail or email resume and cover letter outlining your qualifications, interest in the position and compensation requirements to:

IMC Licensing  
111 W Washington Street, Suite 400, Louisville, KY 40202  
Fax: 502.589.7654  
Email: [info@imclicensing.com](mailto:info@imclicensing.com)

*Resumes without a cover letter will not be considered.*

### **About IMC**

IMC Licensing is the nation's leading licensing agency specializing in consumer product brands. IMC Licensing turns brands into great new consumer products that delight consumers and expand the long-term value of our clients' iconic trademarks.

IMC Licensing represents Kraft Foods, Lenox, TABASCO and Wm. Wrigley Jr. Co. among others. For more information, please visit [www.imclicensing.com](http://www.imclicensing.com).