

JOB DESCRIPTION

Project Manager

Context

We build brands and create bespoke solutions for an exciting portfolio of global accounts. Our Project Managers are part of our Operational Team and manage a variety of work including client-facing briefs, internal projects, and production (photoshoots, gifting, POS, experiential).

We are looking forward to a big year ahead and are looking for a mid-weight Project Manager to join our team and expand our capacity.

Description

Your role is to organise and deliver project on time and on budget, instilling confidence in our agency with stakeholders and help the Creative team deliver best in class solutions.

You will be responsible for facilitating projects, managing the workflow, communicating directly with stakeholders to manage expectations, identifying and resolving any issues, and keeping everyone in the loop from start to finish. Collaborating with our Creative Team and wider Operational Team, you'll assess brief requirements, agree action plans, and roll out resource. You will help organise this work efficiently and hold others to account to make sure we deliver on time and on budget.

You will typically have a set of key responsibilities covering specific accounts, but you will often support other accounts or projects across the studio. You should have overall visibility of all live projects in the studio as well having a broad understanding of what is upcoming, to help us plan. You will be expected to show flexibility and initiative in how you approach tasks and support other members of the team where required.

You will report directly into the Head of Agency Operations and openly communicate challenges you can foresee so we can work together to solve them.

Key responsibilities

- Translate client requirements into clear, well-structured briefs with a clear roadmap for delivery.
- Organise resource and assets for our Creative team to work efficiently.
- Keep projects on time and budget—monitor their status regularly and hold people to account.
- Manage expectations both internally and externally, providing clear and prompt communication with stakeholders.
- Use your initiative to proactively solve problems and propose solutions.

Do the above consistently and with discipline.

Skills and experience

- Well-organised and disciplined, able to manage and prioritise multiple projects simultaneously.
- Excellent communication skills, able to work collaboratively and explain your solution to others.
- A problem-solving attitude, able to think on your feet and navigate fast-moving situations.

We welcome applicants with 2-3 years agency or brand-side experience or equivalent time in a relevant field. Everyone brings something new to our team and we are looking for a Project Manager who will adapt to our ways of working and contribute their own specific knowledge to our dynamic team. We're committed to developing our team and helping every individual learn and grow over time.