

# WE NEED A PROJECT MANAGER!

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Your mission: to make our workflow efficient, in order to service our existing clients more effectively. To manage the team and projects in the studio, and create capacity to service additional clients. To support the MD in identifying opportunity for growth to increase our market share.

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## THE OUTCOMES...

### 1. improve working processes:

- create a fool-proof workflow process that enables the team to work creatively and effectively
- document all processes into a handbook

### 2. manage all projects:

- manage each project: scheduling, resourcing, key milestones, reviewing
- manage the production team's tasks and outcomes

### 3. manage the people:

- manage the team from day-to-day
- manage client expectations

### 4. deliver weekly reports:

- keep tight records on deadlines and budgets
- advise the MD of potential issues and opportunities

### 5. ensure the smooth day-to-day running of the studio

- field calls to the team
  - order consumables when needed
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## YOU...

- are a problem-solver
- ...and a self-starter
- are a lover of detail
- are assertive yet warm
- are an excellent communicator
- ...and an even better listener
- are commercially aware
- have good grammar
- are comfortable with numbers
- are organised!
- love marketing and design
- are au fait with the usual software
- are able to challenge a brief
- have proven experience in a similar role, ideally within an agency
- have people management experience
- like the idea of working in a small and growing team, to make a big impact

## WE...

- are a buzzy agency in a great part of town
- offer flexibility with working hours
- work with a wide variety of clients
- give you 28 days holidays a year
- ...and your birthday off (happy birthday!)
- do proper coffee – instant is banned
- like the Cycle to Work scheme
- ...and the Childcare voucher scheme

## the important bits:

This is a **part-time position** at 20 hrs pw for 6 months, with a view to going full time thereafter.

Salary: £25k – £30k, pro rata and DOE

Please email a note with CV to Julie Diver, MD, on [apply@39steps.co.uk](mailto:apply@39steps.co.uk) by **3pm, Wednesday, 5 April 2017**.