



# PROJECT MANAGER.

We're looking for an experienced Project Manager to join the teams in our Midlands office. You'll be working with some of our key clients across a variety of events. You will have strong operational event experience and comfortable dealing with large scale events and budgets. Ideally you will be used to working in an agency environment juggling a variety of projects and clients at one time.

## Key Responsibilities

- **Project Management** – working either together with the Account Manager/Senior Account Manager/Account Director / Client Services Director or independently to deliver client projects taking ownership of client communication, delivering all production elements required and budget as necessary. Will oversee and manage own projects as and when required. Taking on or overseeing others in briefing internal departments, supplier liaison, content delivery, technical, logistics and delegate management and ensuring all paperwork completed to ISO9001 standards. Involvement in inspiring creativity and emotional engagement as required, organising and facilitating creative meetings.
- **Financial Management** – Working alongside and in agreement with the client account team, full control of all project budgets or elements of projects working to agreed margin targets. Timely reporting and reconciliation. Managing payment terms and invoicing to ensure all jobs are cash positive.
- **ISO 9001** – assisting with training new starters as necessary and ensuring all account teams are adhering to the relevant processes and procedures.
- **New Business** – assisting account team with proposals and pitches as necessary.
- **CRM** – responsible for keeping CRM up to date with supplier contacts, supplier grading and updating notes etc.
- **Health & Safety** – Ensure that all projects have adequate Health & Safety cover. All Risk Assessments and Method Statements to be completed.
- **Supplier Management & Audits** – Taking ownership of supplier relationships and ensure the best service and price is provided.
- **Company Culture** – Demonstrate the Top Banana values and live and breathe the brand behaviours. Encouraging others to get involved and feel part of the team to help maintain and uphold the Top Banana culture. Take an active part in team meetings and activities. Having a voice and sharing ideas.

## Skills

- Organisational skills and attention to detail
- Good stress management
- Autonomous – taking ownership and responsibility

- Flexible – ability to adapt in the moment
- Creative and dynamic – think outside the box, challenge the norm
- Ability to work in a team
- Ability to see projects through
- Computer literate

**Requirements:**

- Extensive event production experience ideally in an agency environment
- Experience of video production and graphics would be useful but not essential