



PROJECT MANAGER.

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 Head of Production 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

Core Competencies

Working Together

- Works well with others both internally with the agency and externally with clients and suppliers.
- Is authentic and honest and earns respect of others.
- Actively participates within team, supports and motivates others.

Communication

- Excellent listener with the ability to gain a full understanding of what is being required from the communication.
- Is clear, concise and accurate in both written and verbal communication.
- Ability to have difficult conversations
- Can do attitude

Problem Solving and Decision Making

- Analyses problems by evaluating available information and resources and develops effective solutions to problems
- Takes ownership and responsibility for decisions and is confident making them
- Flagging up potential problems and challenges to account teams

Influencing Others

- States own views with conviction and confidence
- Actively listens and constructively engages in discussion
- Be empathetic to others and understand what motivates them

Planning and Organising

- Excellent organisation skills – ability to juggle multiple projects with varying time deadlines.
- Attention to detail – never missing a trick
- Excellent time management – ability to prioritise and organise tasks
- Shows ability to delegate where appropriate

Financial Management

- Demonstrates good budget management
- Understands company financial framework and adheres to company policies and rules
- Demonstrates ability to manage cost and resource to deliver best value for clients whilst maintaining margin targets

Initiative

- Successfully completes most tasks independently but is not afraid to ask for additional support when faced with unfamiliar situations
- Proactive and does not need reminders from others
- Identifies and takes action to address problems and opportunities

Creative

- Displays confidence in sharing own views and ideas
- Seeks creative input from others and external influences
- Demonstrates ability to critique work against client brief

Requirements:

- At least 4 years event production experience ideally in an agency environment
- Experience of video production and graphics would be useful but not essential