

# Project Manager

Brand42 London, UK - Permanent - Full Time - £DOE

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## About us

Brand42 is an award-winning agency with a diverse range of clients including the MailOnline, VisitBritain, CNN International, BBC Worldwide, Top Gear and Smirnoff. We provide effective design solutions across many areas of design, from branding to packaging and print to digital; over a varied range of business sectors.

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## The Role

We're looking for a friendly and energetic problem solver, with impeccable organisation and a drive to bring creative ideas to reality. The ideal candidate will have experience in a client facing role and would be comfortable working alongside the design team, as well as the Creative Director. You should also be familiar with managing a network suppliers and collaborators who help bring both digital and physical design to superbly crafted outcomes. Most of all, you will be adept at thinking on your feet, rolling your sleeves up and helping out when necessary whilst keeping many other plates spinning! (Along with a good sense of humour).

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## Responsibilities

- Key contact on projects for the internal team, clients and suppliers.
- Creating proposals and briefs for project scope and deliverables.
- Preparing and managing timelines and budgets.
- Managing project process from ideas through to completion across a multitude of disciplines.
- Building and maintaining new and existing client relationships.
- Contributing and presenting pitches and development.
- Overseeing the general management of the studio alongside the other project manager.

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## Key Skill

- Organised with acute attention to detail.
- Proactive and efficient approach to projects and management.
- Astuteness to culture and the industry.
- Strong people management.
- Comfortable with the financial management of the projects such as writing proposals, preparing budgets and invoices.
- Strong literacy, numeracy and administrative skills.
- Hands on problem solver.
- Very articulate when communicating with clients and the team.

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## Contact

If this sounds like the right opportunity for you please send your cover letter and CV to [jobs@brand42.co.uk](mailto:jobs@brand42.co.uk)

# Brand42