

# Digital Project Manager

London SE1

## Who We Are

AVENIR GLOBAL ranks among the top 15 largest communication firms in the world. Head-quartered in Montreal, we are a global powerhouse of specialist communication firms, with offices in 23 locations across Canada, the U.S., Europe and the Middle East.

In Europe, AVENIR GLOBAL owns the London-based strategic communications consultancies Madano and Hanover, as well as healthcare specialists AXON Communications and healthcare creative agency Cherry.

This is an exciting time for us at AVENIR Global, as whilst our London brands are currently based in different offices, in May 2021, our London brands will be moving into one location, with a new office on London's Southbank which hosts spectacular views over the River Thames.

As part of our move, we are also looking to strengthen our Operations function, to ensure that we have best-in class support for our clients and teams and as such are looking for a Front of House Executive to join our team, initially on a six-month Fixed Term Contract (with the possibility of it becoming a permanent position).

## Who we are looking for

We are looking for a bright, hardworking and enthusiastic Project Manager with a minimum 3 years agency experience. The ideal candidate will have gained their experience from working in a busy agency environment, having worked on complex and innovative projects across multiple channels.

## About the role

Working under the supervision of the Project Management Lead, the Project Manager will work closely with a multi-functional team to deliver a variety of key client projects across multiple channels. The PM will work closely with the Account handling teams and be responsible for all aspects of project management on their allocated accounts, to ensure a complete, clear and shared understanding of the client and project requirements.

## Experience/qualifications

- At least 3 years digital/integrated project management experience gained from working in a busy agency environment.
- Experience running a variety of projects across multiple channels, with particular emphasis on digital content campaigns and technical development projects.
- Experience working in a medical communications/healthcare advertising agency or keen interest to work in the healthcare sector.

## Specific responsibilities

- Scoping and planning:
  - Following and optimising processes and systems for effective project management as required per project and within the framework of the organisation's project delivery approach.
  - Driving project requirements, gathering and scoping phases of small and medium to larger, complex projects: originating estimates, RASCIs and Statement of Works.
  - Developing, owning and updating detailed project documentation and action plans for the duration of each project as appropriate.
  - Developing and owning timelines, optimising where required and developing new timelines for any new phases/deliverables associated with projects using a variety of project management methodologies (including waterfall and Agile methodologies).
- Estimating workloads, budgets, and developing schedules:
  - Driving requirement gathering and drafting functional and technical specifications.
  - Helping define product backlogs.
- Maintaining, managing, and delegating resources effectively
  - Accurate resource forecasting.
  - Working closely with the traffic management team and department heads to schedule internal resource, as and when required.
  - Liaising with project management colleagues to manage and resolve resource clashes
- Project Delivery
  - Ensuring that the project meets the quality standards expected by the client and the agency.
  - Coordinating sprint activities such as sprint planning, sprint retrospectives and daily Scrum meetings.
  - Identifying any potential delivery issues (internal or external) within good time, along with any potential routes for resolution, and communicate that information to internal and external stakeholders.
  - Planning ahead, work to deadlines and deliver within budget to high quality standard.
  - Identifying and managing scope change requests. Using Gantt chart software, Microsoft Team, JIRA, and Sharepoint.
  - Day to day production team contact, leading the execution of digital projects that have been planned and agreed in conjunction with the Account Handling teams.
  - Preparing and delivering weekly project reports.
  - Documenting, analysing and evaluating test results and bugs, track and manage bugs and work with development team and business to troubleshoot issues.

## About you

You will have a great understanding and experience of the project life cycle from planning to deployment, along with a proven track record of dealing with multiple internal and external stakeholders with the ability to communicate effectively through multiple channels and across functions. In all the projects you manage you will strive to exceed the clients' expectations and motivate your team towards this goal too.

- Highly organized with great attention to detail with the ability to manage multiple tasks concurrently.
- Strategic and analytical thinker, not afraid to challenge and look for alternative approaches and solutions.
- Not afraid to think out of the box and present creative solutions when needed.
- Excellent communication skills with a clear and honest communication approach.
- A pro-active, team player who is passionate about all things digital.
- Ability to pick up new digital skills across a variety of platforms.
- Keen interest to deepen knowledge of digital production process.
- Proficiency with project management software.
- Have great attention to detail applied throughout the production process.

If you are interested in applying for this role, please send a copy of your CV to [becky.law@cherrythinking.com](mailto:becky.law@cherrythinking.com)