

## Freestyle Project Manager

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### Job Specification

The Project Manager role is responsible for the delivery of consumer-facing, business to business and corporate communications and marketing projects. You will be working on major international brands, with ownership of the project from the planning and scope phase through to final delivery. Working within a project team of specialists, you will be responsible for the smooth delivery of that team's work and reporting to the account and operation teams. We require high levels of expertise and experience in delivering both large web builds and digital marketing solutions.

### Main Duties and Responsibilities

- Able to set up and manage a project team to measurable goals throughout the project lifecycle
- Able to effectively negotiate when asset delivery is putting deadline at risk (time, resource, spec)
- Able to demonstrate problem solving skills across all areas of job (resourcing, project specification, risk etc.)
- Able to resolve project team issues, knowing when to escalate problems
- Effective communicator with sales/ account management to ensure consistent client approach
- Effective leadership of meetings, ensuring meeting objectives are met every time
- Use appropriate methodology as defined by Freestyle to manage budgets. Able to take corrective action.
- Familiar with costing. Understanding of financial terminology (profit, break even, financial contingency)
- Smooth management of change requests (ensure extra funds are negotiated when appropriate)
- Able to produce high quality specification documents
- Can accurately forecast project risk. Able to manage and communicate it both internally and externally
- Maintainer of quality and can test effectively
- Promotes/ disseminates knowledge within team
- Demonstrates highest standards of customer experience, while being deadline driven
- Understands wider strategic objectives of offering
- Able to make client recommendations on the best use of the media
- Working knowledge of Ektron or other web content management platform;
- Working knowledge of Team Foundation Server, or other scrum/agile based management tools;
- Experience of working with test teams.

### Insights

We are looking for someone who can join a team of project managers and help us increase our abilities to deliver across a wide range of project types. You must be able to manage yourself, be confident with clients and have excellent interpersonal skills.

Ideally you will have worked agency side before, but more important is your approach and attitude towards digital. We work in a fast-paced and fluid environment and you'll need to have your wits about you to ensure that you can provide consistent, clear and effective project management. This is an important role for the team as you will be adding some seniority to a growing team.



The perfect candidate will also be fluent in French and happy to converse in a business environment, however, realistically a GCSE or A level in French and a give-it-a-go attitude to dusting off the rusty vocabulary would be advantageous.

## Benefits

- Competitive Salary
- 5% Non-contributory pension
- Annual bonus dependent on individual and company performance
- 22 days holiday including 2 duvet days plus the time between Christmas and New Year
- Flexible holiday option
- Sabbatical after 3 year's service
- Company events and activities
- Coffee, tea, biscuits and fruit
- Company Events
- Birthday presents
- Free parking
- And so on.....

Please note that this role is only open to residents of the UK that have the valid permissions to work here. Freestyle is an Equal Opportunities Employer