

Creative Agency Project Manager

Salary: £18,500 - £22,500 (Plus Bonus)

We are currently looking for a full-time Creative Agency Project Manager to work at our HQ in the beautiful Leicestershire countryside*.

Eyeful's business centres around our ability to deliver a truly ground-breaking presentation experience for our customers. This comes from 'best in class' advice from our consultant team, exceptional customer service from our delivery team and the very best in visual presentations from our design team.

Making a difference to our business...and to our customers.

Due to steady growth within the business, we are looking to recruit a Creative Agency Project Manager who be responsible for approximately 30 large, complex, and key account projects each month.

Your challenges will be meeting deadlines, juggling global time zones, managing corporate customers with complex sign off procedures and ensuring the work we produce amazes our customers.

We think you will have worked in a similar role for around 2-3 years either as a Project Manager or Senior Customer Service Agent. You will be able to remain cool under pressure and demonstrate excellent communication skills. You will be computer literate working daily with a range of Office programmes and project management systems.

Expectations of you and the role:

- Be the central point of contact for large and key account projects, liaising between clients, content writers and the design team to ensure a smooth and efficient flow of information. Documenting information as appropriate / in line with Eyeful processes.
- 'Live and breathe' your customer's brand.
- Working with our internal Project, Creative and Relationship leads, create project plans for key accounts and large projects to ensure we share best practice through the business.

- Share your experience with other Project Managers as part of the delivery team's development programme.
- Display excellent communications skills.
- A keen eye for detail and exemplary quality assurance.
- Drive your projects to ensure they are completed on time, within budget and billed in the current month ensuring that we meet monthly targets.
- The ability to build strong and trusted relationships with customers, colleagues, and other stakeholders.
- A proven obsession with excellent service standards and the ability to keep cool under pressure (Prince2 or Project Management qualification would help too!).
- Possess a proactive and driven approach to work coupled with the ability to work independently and manage your own time.

Sound like something you could do or have experience in?

Send your CV to igill@eyefulpresentations.com and tell us why you'd like to work with us!

Benefits:

- Competitive salary.
- Working from one of the coolest offices in the East Midlands – 'The Presentation Campus' – and with some of the nicest people in the world.
- *Flexible working environment – in the office or at home. Our business has been remote ready since March 2020. We are all temporarily working remotely and are looking forward to getting back to our office once it is safe to do so.
- Access to a range of amazing perks through the employee welfare scheme.
- An endless supply of healthy breakfast cereals and snacks.
- Ongoing development through continual mentoring, on-the-job training and access to external resources.

If you would like to apply for this position please drop **lysha** an email at igill@eyefulpresentations.com or give us a call on +44 (0)1455 826 390