

# **PROJECT MANAGER**

**Reports to: Head of Delivery**  
**Job type: Full-time Role**  
**Salary: £30k - £40k**

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## **The Company:**

Eyeful Presentations has built an enviable reputation as a world leader in business communication. Through continued imagination and innovation, we help customers all over the world get the very best from their presentations.

We do this by providing support and guidance with story & structure, developing impactful and engaging visuals that resonate with audiences, and training & coaching those in the 'hot seat' to help drive better results.

All of this means that Eyeful is an established niche business that gets to work with the world's most iconic and exciting brands every day.

**Think of a big B2B brand, and there's a good chance we've supported them at one time or another.**

As a result of our continued growth and sustained success we are on the hunt for a Project Manager who possesses the business intellect, motivation and problem-solving skills to engage, challenge and deliver results for our customers.

## **The Role:**

The focus of the Project Manager is to oversee the day-to-day running of numerous client projects, becoming a link between our established customers and our world class content & design teams.

The Project Manager will be directly responsible for the development of overarching project plans and critical paths, as well as resource planning, budget management and quality assurance.

This role entails building upon solid foundations to create deep and trusted customer relationships, whilst looking for additional opportunities to add value and drive repeat business.

### **The Day-To-Day:**

- Main point of contact for customers across allocated key accounts
- Planning, owning and reporting on project plans and critical paths
- Collaborating with the wider Eyeful delivery team to co-ordinate resources and ensure the successful delivery of customer projects
- Fostering long-term relationships with senior stakeholders to drive repeat business
- Developing and maintaining a deep understanding of our clients' business, products & services, whilst also keeping pace with market & industry trends – proactive research is paramount
- Engaging & inspiring internal stakeholders to help them achieve the best results
- Reporting of key metrics to wider Eyeful team, including Account Director and Heads of Delivery

### **Benefits:**

- Competitive salary, holiday allowance & annual profit share bonus
- An Employee Owned business that allows our people to contribute to and share in the rewards of our continued success
- Hybrid working environment – on the road, at home or a desk at Eyeful's Presentation Campus
- Ongoing professional development through mentoring, on-the-job training & access to external learning resources
- Entrepreneurial culture that embraces new ideas and encourages innovation

### **Skills Required:**

This role demands the skills, awareness & commitment of a well-rounded business professional. The Project Manager role is not a *standard* 9-5 job – this is about proactively owning some of the most important customer relationships in our business.

The skills and experience needed to meet these high expectations are likely to include:

- An intuitive, problem-solving approach to project management
- Commercially astute – you'll need to wrangle with some pretty complex information across a range of sectors so you'll need to be business savvy and quick on your feet
- Confidence engaging with stakeholders at all levels

- A strong team ethic
- Excellent written and verbal communication skills, along with an eye for detail – ours is a business that prides itself on getting it right first time, every time
- An advocate for diversity & inclusion – helping to promote an environment where people with different backgrounds and experiences can thrive

You will preferably have...

- A proven track record of managing high-stakes projects across enterprise-level organisations
- 1+ years' direct experience in an agency or professional services role
- 1+ years' experience leading a team in a creative environment

To learn more and start a conversation about the role, contact **Lloyd Carter** at **[lcarter@eyefulpresentations.com](mailto:lcarter@eyefulpresentations.com)** or call **+44(0)1455 826 390**