

HARRIMANSTEEL JOB DESCRIPTION

Project Manager

LINE MANAGEMENT

Business Director and ECDs

ABOUT US

HarrimanSteel is an independent creative agency. We believe in Creativity with Purpose. In using creative thinking to affect change and deliver impact. Pivotal to our business is developing strategic creative solutions that move the dial, and then crafting the output with meticulous precision, passion and care. We challenge our staff to think laterally, to exceed expectations and to always deliver best in class. Our clients include Nike, Jordan, Patagonia, TOMS, Intersport, Uber and more...

ROLE OVERVIEW

We are looking for a talented Project Manager to join our Amsterdam-based team and manage the development of projects through all stages from concept to final delivery. This includes identifying project scope, clarifying deliverables, anticipating needs, understanding timelines, and managing client and internal communications.

This role will be seen as the driver internally behind the projects success, ensuring the full team execute the plan as per your expectations. The account manager and producer will follow your planning and lean on you for advice and council throughout the life of a project.

STRATEGY & PROCESS

- Clearly and effectively communicate any given plan and deadline.
- Understand the opportunities and constraints of a given project and take responsibility for setting and managing expectations internally and with clients.
- Attend internal/client meetings and all conversations around the project – you will express your point of view and insights.
- Continually problem solve as the project requires, to ensure positive steps forward for both client and the agency team.
- Constantly take initiative to ensure tasks are completed on time and on budget.

PROJECT PLANNING

- Work with your account manager and producer to develop and govern a strict time plan for brief development, creative ideation and final execution and in-market delivery, as the client requires.
- Identify gaps and help source and recommend extra resource or production requirements.
- Build and follow a robust and accountable project management plan to ensure projects are optimally efficient, and work with your account manager and producer to structure both yours and your team's days according to the project plan you devise.
- Be proactive – flag any roadblocks or overruns.
- Manage and report on the team's timesheets (within Rodeo) help keep track of the project's profitability and timelines.

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ROLE REQUIREMENTS

- 3+ years industry experience and a minimum 2 years in similar role.
- Exceptional communication skills, both spoken and written.
- Fluent in English, Dutch a bonus.
- The ability to use/learn software for project tracking and management.
- Success working in and leading collaborative and multi-functional teams.
- Proactive and independent, with high attention to detail.
- Excellent organisational and time management skills.
- Ability to work occasional flexible hours if required.

TO APPLY

To apply, please email jobs@harrimansteel.com with the subject line PROJECT MANAGER APPLICATION and please supply the following:

- Email with brief outline why you are applying
- CV PDF with outline on relevant experience and references

Due to the number of applications, only applicants being invited to interview will receive further communication.

TERMS

Salary DOE, to start with a 7 month contract