

## HARRIMANSTEEL JOB DESCRIPTION

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# Senior Project Manager

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### LINE MANAGEMENT

Business Director and ECDs

### ABOUT US

HarrimanSteel is an independent creative agency founded in 1999 based in London + Amsterdam. We believe creative thinking will change the world for the better by affecting culture and challenging convention. We partner with like-minded visionaries, redefining the questions brands should be asking to make a positive and measurable 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 skilled and diligent project manager to join our Amsterdam based team, with a strong team and deliverable management capability. This role will be seen as the driver internally behind the project's success, ensuring the full team executes 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.

The ideal candidate will have a creative and delivery led background. Has experience in the management of external stakeholders (e.g. freelance creative teams & digital platform development). Is confident in putting with senior client conversations and managing deadlines both internally and externally with the client and media partners.

### 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.
- Lead internal 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, final execution and in-market delivery and project wrap-up, as required.
- 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.

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- Be proactive - flag any roadblocks or overruns in advance.
- Manage and report on the team's timesheets (within Rodeo) to help keep track of the project's profitability and timelines.

## AGENCY CULTURE

- Champion the Agency in external meetings, providing absolute clarity on the value we offer.
- Network with peers inside and outside of HS to bring relevant insights or skills to projects.
- Share your passions within HS and bring them into your daily work where relevant.

## ROLE REQUIREMENTS

- 5+ years industry experience and a minimum 3 years in a similar role.
- Exceptional communication skills, both spoken and written.
- Fluent in English. Dutch a bonus.
- The ability to use various software programs for project tracking and management.
- Success working in and leading collaborative and multi-functional teams.
- Positive, 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](mailto:jobs@harrimansteel.com) with the subject line SENIOR 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 who will be invited to interview will receive further communication.

## TERMS

Salary DOE, to start with a 7 month contract