

HARRIMANSTEEL JOB DESCRIPTION

Account Project Manager

LINE MANAGEMENT

Managing 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, Intersport, Uber and more...

ROLE OVERVIEW

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

You are expected to work with your account and production peers and given creative lead. Your aim is to really get under the skin of a marketing brief and determine the very best creative solution to the task, to drive our Client's business and establish our role as creative partner. This role will also be seen as the driver internally behind the projects success, ensuring the full team execute the plan as per your expectations.

Your attitude to work needs to be flexible. The project work and output of HS is diverse, requiring many complimentary skills. The project should not be limited to your own skillset, so you will be able to share, learn and explore new marketing skills. As such, you will always approach each project with a fresh set of eyes and not be afraid to explore the unknown.

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CREATIVE STRATEGY & PROCESS

- Work with Clients to provide an acute and insightful perspective on their business as peers or partners to ensure the best solutions.
- Collaborate with your creative team to ensure all creative thinking informs output
- Attend client meetings to develop and interrogate communications briefs alongside the creative lead. Explore the client's brand challenges and/or business needs, so you will have a point of view.
- Attend and lead internal brief development and conversations around the project – you will express insights from client briefings to give more junior members of the team a clear steer on the tasks.
- Provide ongoing counsel and connection with the Client; be their champion within our creative process and our ambassador within their marketing process.

PROJECT MANAGEMENT

- 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 requirements.
- Define and maintain a robust project management plan to ensure projects are optimally efficient and profitable, and structure both yours and your team's days according to the project plan you devise.
- Co-operate with the wider project team and external expertise to create a pragmatic and profitable budget plan; adhering to set Agency margins and mark-up targets.
- Ensure ongoing consistent reporting to both Client and Agency on the efficacy of that budget plan to flag any roadblocks or overruns.
- Oversee the team's timesheets (in Rodeo) help keep track of the project's profitability and timelines.
- Problem solve as the project requires to ensure positive steps forward for both Client and Agency team.
- Build out project budgets (alongside the producer if necessary) ready for client proposal.
- Upon budget approval, oversee the ongoing financial management of the project from securing POs, timely billing, and final reconciliations.
- Provide strong liaison between Client, their accounts and our Operations Manager to ensure complete accountability & transparency on all financial matters.
- Work with the Operations Manager to manage debtors & creditors on any given client budget.

AGENCY CULTURE

- Champion the Agency in all external meetings, providing clarity on the value we offer our Clients.
- Keep abreast of the latest market trends to inform your Client work.
- Network with your 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.

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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 ACCOUNT 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 an initial 7 month contract