

## HARRIMANSTEEL JOB DESCRIPTION

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# Project Manager

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### ABOUT US

HarrimanSteel is an independent creative agency that focuses on delivering positive change and impact through creative thinking. We are a purpose driven organisation whose mission is to challenge the status quo by partnering with like-minded brands. Pivotal to our business is developing strategic, creative solutions that move the dial; and then crafting output with meticulous precision, passion, and care. Our clients include Nike, Jordan, Patagonia, Toms, Intersport, Uber, & 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 project's 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.

### LINE MANAGEMENT

Client Services Manager

### 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.
- Creative and drive internal efficiencies and consolidation across projects.

### 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.

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- 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.

## ROLE REQUIREMENTS

- 3+ years industry experience and a minimum 2 years in a similar role.
- Confident with client-facing conversation.
- 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.

## OFFER

- Competitive salary.
- Relocation assistance where necessary.
- 28 days holiday per year, exclusive of bank holidays.
- Mental health days.
- Subsidised ClassPass membership.
- A kitchen full of healthy snacks.
- A double-story office on the iconic Herengracht.
- 6-month performance reviews and personal development plans.
- Regular out-of-office team building and social activities.
- Monthly team lunches.
- Friday borrel.

## TERMS

Initial 7-month contract. Salary DOE

## TO APPLY

Please email [jobs@harrimansteel.com](mailto:jobs@harrimansteel.com) with the subject PROJECT MANAGER APPLICATION and supply the following:

- Email or covering letter with a brief outline why you are applying.
- CV with relevant experience and references.

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### **APPLICATION PROCESS**

Your application will be reviewed by our operations manager or applicable line manager.

If your application is shortlisted, we will invite you for an initial interview. If successful, we will arrange up to 3 additional interviews. If unsuccessful after the interview process, we will inform you by email and provide feedback upon request.

Due to the high volume of applicants, if you have not heard from us within 4 weeks, your application unfortunately did not make it to the shortlist. We understand this can be disappointing, however our website is regularly updated with new jobs so do keep an eye out. We welcome you to apply to other positions that may interest you.

### **TOGETHER WE CREATE A MORE INCLUSIVE FUTURE**

We are an equal opportunity employer and are committed to promoting diversity and inclusion among our workforce through stringent policy. It's not about where you come from, what your religion is, or what beliefs you bring with you. It's about sharing the same values as us, and being in-line with our vision, mission, and purpose. Disclosure of any disabilities will not affect our hiring decisions. If you need any assistance with your application, please do not hesitate to reach out to us.