

# BOMPAS & PARR

## **Project Manager Job Description – Permanent Role**

**Start date: Immediate**

We are looking for a sharp and driven Project Manager to liaise between the client and internal event team. The role will effectively manage the development and delivery of enchanting brand experiences to surpass client's business objectives. The candidate must have at least two years' project and account handling experience executing events and live experiences. Two years' agency experience is essential.

### **Objectives**

- Work closely with the Events team to execute hugely creative and diverse events whilst simultaneously represent the client's needs and expectations
- Develop a deep, strategic relationships with every client and account
- Act as the primary contact for all day-to-day aspects of the project
- Actively follow up and drive projects from initial briefing to final delivery, ensuring the project is developed to its full potential
- Support the Events Director on new business plans, opportunities and proposal creation
- Protect the creative and see it realised in alignment with the clients' needs

### **Client Management and Relationships**

- Build strong and long-term relationships with key client accounts by acting as the day-to-day primary contact
- Be totally 'in-tune' with clients' business needs and subsequent opportunities
- Build strong and fruitful relationships with key client accounts by serving as a strategic partner and trusted advisor to clients' business issues
- Manage all client requests and work seamlessly with the events team to implement efficient team output
- Ability to problem solve and soar above clients' expectations

### **Project Management**

- Day-to-day management of a myriad of client accounts and projects, handling and monitoring complex jobs and budgets
- Completion of all project and internal administration, including: preparing internal briefing documents, project schedules, resource planning, coordinating client feedback amends, proof-reading, writing H&S documents and status reports
- Completion of all financial aspects of project management including: writing scopes - fees and production costs, sub-contractor costs, monitoring head hours, monitoring margins, tracking expenses and submitting invoice requirements to the finance team
- Coordinate client meetings; create meeting agendas, take meticulous notes and write succinct contact reports
- Develop strong and effective partnerships with all team members to ensure effective project development and delivery

- Liaise and manage all project third party suppliers ensuring we are receiving the best price and service available
- Ensure clear lines of communication between team members, ensuring all deadlines are met
- Assist the Event Director in the development of new business proposals including writing scopes of work, schedules and create proposal presentations
- Reconcile personal expenses and commercial card expenses at the end of each month

### **Essential Experience**

- 2 – 3 years' of client services experience
- 2 – 3 years' agency experience
- End-to-end event management and event logistic experience
- Experience of working in a creative/design lead environment essential
- Strong project management, negotiation and communication skills
- Curiosity for learning about client businesses and a passion for solving business problems
- Demonstrated account competencies: client focus, accountability for results, attention to detail, professional confidence
- Flawless delivery of client commitments, exceeding client expectations
- High level of self-motivation, discretion, diligence and attention to detail
- Successful live event experience
- Proficiency in Microsoft Office and Googledocs
- Proficiency in InDesign advantageous

### **General**

- To be able to speak knowledgeably and articulately about all aspects of the work of Bompas & Parr and to support the organisation's principal aims and objectives
- Possess a positive team ethic that inspires others to excel and deliver
- To communicate regularly and effectively with the Directors and to seek support from appropriate staff at the earliest opportunity should problems arise

### **Salary: Negotiable**

If you are interested in applying for this post, please email [work@bompasandparr.com](mailto:work@bompasandparr.com) with the following:

- A copy of your current CV
- A cover letter detailing why you feel you are a suitable candidate for this job