

Here.

Here Design  
*Senior Project Manager*

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## *Senior Project Manager*

### **Who We Are**

Here is a company of thinkers, writers, designers and makers that work together to create beautiful and useful things. We call this, Beautility. Our studio is a busy, dynamic environment where creative solutions and strategic thinking are the guiding principles that underpin everything we do.

We are growing our team and looking for an ambitious Senior Project Manager to join our multi-disciplinary studio.

### **Who You Are**

You will provide an uncompromised service for our clients whilst adopting an entrepreneurial approach to the way that it is delivered. You will have a self-starting attitude and present as a driving force for the opportunities you work on.

You will engage with your imagination; having a creatively innovative perspective and applying this to the way you run your projects. You will have an enterprising approach; showing initiative and resourcefulness and using this for collective success. You will have an agile mindset; adapting to challenges quickly and frequently reassessing decisions made for maximum success.

### **Responsibilities Include**

We believe our business thrives on a balance of the human, commercial and creative aspects of our work so our job requirements reflect each of these attributes.

- Acts as part of the engine room within the client services team, providing uncompromised client servicing across multiple clients and workstreams.
- Working independently on mid-sized projects, with oversight from the Project Management Director on large-scale workstreams.
- Engaging all disciplines to collaborate whilst championing the creative brief.
- Understanding the wider creative opportunities.
- Responding and supporting our client's needs, whilst maintaining close relationships and bridging the gap between studio and brand.
- Working closely with the Project Management Director in seeking out new business and activating development opportunities.
- Full responsibility for project proposals, holding the process to account against this.
- Management of delivery, flagging when we're nearing fee spend to share responsibility of finishing job profitably according to agreed scope.
- Reporting on project status through contact reports to internal and external teams.
- Actively evaluating project processes and acknowledging successes and challenges, feeding these in to the wider team to improve efficiencies.
- Working closely with Design Associates and Studio Manager for effective resourcing when scheduling work to ensure we're utilising the best team for the best results.
- Working closely with the PR & Marketing Manager to highlight PR opportunities.
- Ensuring the output of the studio is responding to the specific needs of the client as well as the wider objectives of the studio in making good choices desirable.

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## *Project Manager*

- Essential**
- Confidence in financial acumen.
  - Strong negotiation skills.
  - An exceptional eye for detail and cross referencing.
  - An evolving ability to anticipate, understand and pro-actively resolve issues and challenges.
- Desirable**
- Skilled in the use of inDesign, Microsoft Suite, Pitch, Miro and Streamtime
- Details**
- 4.5 day week (9:30 - 18:00 Monday – Thursday, 09:30 – 13:30 on Fridays)
  - Catered Friday Lunches every other week
  - £100 gift on your birthday
  - Summer, Thanksgiving and Christmas social events
  - Free weekly Yoga
  - Extensive programme of cultural events incl. paid exhibition visits
  - Vitality healthcare – incl. incentives free cinema tickets and 50% off a pair of sports shoes
  - Cycle to work scheme and in-studio bike storage
  - Discretionary bonus
  - Individual training budget
  - 20 days holiday
  - 25 days holiday after 5 years' service
  - Studio closed between Christmas and New Year's
  - Tailored professional development plan
  - Access to free therapy sessions with Self Space
- How To Apply**
- Send your CV and portfolio to [recruitment@heredesign.co.uk](mailto:recruitment@heredesign.co.uk) with the reference Senior Project Manager in your email subject.