

## ***JOB VACANCY***

Position: PROJECT MANAGER (DIGITAL AGENCY)  
Posting Date: 17 JAN 2012  
Closing Date: 03 FEB 2012

### ***Project Manager***

**Location:** London, SW9.  
**Salary:** £22K to £25K, depending on experience  
**Job Type:** Permanent  
**Start Date:** February onwards

Do you want to join an exciting digital agency at the forefront of the creative industry, whose clients include PBS, The London Symphony Orchestra, Borough Market, and a host of vibrant theatres, galleries and charities across the country? **If so, then read on...**

We're a dynamic and ambitious creative agency looking for a Project Manager to manage all aspects of a project life cycle, from the moment a new project is brought in by a member of the Account Management or Sales team to the time it is released to the client – on time, fully tested, adhering to all the latest accessibility standards and carrying our stamp of quality.

Working alongside the Senior Project Manager, you will be the main in-house point of contact for any one of the many innovative websites and apps we create, with responsibility for individual projects. You will work closely with the Account Management, Design and Technical teams to keep the project on schedule, on budget and to deliver it to the highest standards of quality and creativity.

You're a bright, reliable and self-motivated individual seeking to join an exciting digital/creative agency that prides itself on honesty, efficiency and integrity. In this exciting role, you'll need to be proactive, organised and creative, with a keen eye for detail and an enthusiasm for, and understanding of, our sector. If this sounds like you and you have 2-3 years of professional experience, then we'd love to hear from you.

# ***Mind Unit***

[www.mindunit.co.uk](http://www.mindunit.co.uk)

mail@mindunit.co.uk | 0845 533 0055 | @mindunit  
14a Piano House | 9 Brighton Terrace | London | SW9 8DJ  
Mind Unit Ltd. registered in England and Wales number 4430928 | VAT: GB 769 4515 86

## ***KEY RESPONSIBILITIES***

- Managing the full project life cycle from initial briefing stage to final delivery
- Ensuring quality standards are maintained and deadlines are met
- Liaising internally with colleagues in the Account Management, Design and Technical teams
- Driving the project forward at every stage and proactively working to complete it
- Consulting closely with the Account Manager to ensure their (and the Client's) satisfaction at all times, co-ordinating regular project updates and presenting work as required
- Creating and maintaining all documentation relating to a project, such as scope of work, schedules, requirements, status reports, meeting notes
- Assisting the Senior Project Manager in developing project management standards and processes that will be used across the company

## ***INTERESTED? THEN YOU MUST ...***

- Have experience of delivering first-class products, preferably in a digital agency environment; project management experience is desirable
- Have excellent organisational skills
- Have first-rate communication skills
- Be an efficient multi-tasker
- Be highly motivated and proactive, and relish the challenge of working for a dynamic, growing company
- Be deadline oriented
- Be able to act as a catalyst and drive work forward
- Have a passion for all things digital

## ***Get in touch...***

To apply, please send your CV and covering letter to [simon@mindunit.co.uk](mailto:simon@mindunit.co.uk)

No agencies please.

All applicants must be able to work in the UK, as required by the UK Borders Agency.

*Keywords: Project Management Jobs in London, Project Management Jobs in South London, SW9, Project Manager, Project Manager Jobs in London, Project Manager Jobs in South London, SW9*

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