

PHA Digital Studio Junior Project Manager Job Description

About Us

We are a vibrant, creative, integrated agency spanning the digital and PR sector. Based on Wardour Street in the heart of Soho, we work for a diverse range of clients, across a wide range of sectors from consumer, to individuals, to charities to sport and more. We work in a fast paced environment, where new, daily challenges occur. Every day is different!

About the Role

We are currently looking for a *Junior Project Manager* to join our innovative *Digital Studio Department*. This is a great opportunity to work on some fantastic client accounts, as part of a close-knit team.

The ideal candidate will be responsible for the effective and efficient delivery of all external and internal digital projects within the agency environment. You will be responsible for managing and reporting on all project progress and ensuring the team stay on delivery time and on budget. The role will answer in to the Design Director, with final reporting to the Creative Director.

A key part of the role is client facing, which means fantastic communication skills and a positive attitude are highly important.

Overall Responsibilities and Requirements

- Expert organizational skills
- The main contact for the Client and other internal Stakeholders for the life cycle of a project.
- Provide end-to-end project management for websites and a wide range of digital content (both external client and internal brand and presentation work)
- Scope project requirements and prepare budgets.
- Develop a detailed project plan when required and monitor progress
- Collaborate with internal teams to design, develop and implement digital projects
- Deliver projects on time ensuring quality standards are met
- Develop support documentation where applicable
- Communicate with the team and manage all delegated tasks
- Proactively resolve all issues
- Source and build relationships with external freelancers / partners
- Work closely with the Design Director to prepare new business collateral / pitch material
- Knowledgeable of SEO would be a benefit
- Monitor and report on Google Analytics metrics where applicable

About You

- 2/3 years experience in digital project management
- You will be an excellent communicator
- You should be able to brief creatives & developers
- Able to partner effectively with both the clients and internal teams
- An exceptional communicator
- Committed and results driven
- Super organised & punctual
- Passionate

What You Get

We offer a variety of performance incentives; a comprehensive training and development plan as well as a diverse benefits package to ensure that you are rewarded as highly as possible. We can provide more detail on this when we meet although, put simply, we believe in recognising, encouraging and rewarding talent.

The Team

Our team has a real love and genuine passion for everything digital, we are driven by results and are hugely successful. We think creatively in order to differentiate ourselves, always looking to the next thing whilst delivering an outstanding level of service to our clients. Our success is driven by the commitment, work ethic and exceptional communication skills of our team and if this sounds like you, we would love for you to get in touch.

You can send your CV & Covering Letter including salary expectations, and a link to any online portfolio to LucyW@pha-media.com

Hours: Hours will be 8:30am to 5:30pm Monday to Thursday and 8:30am to 4pm on Friday. Additional out of hours work required on occasions for specific campaigns.

PHA Media Staff Benefits

- Up to 31 Days Leave plus Bank Holidays
- Team Treats
- £500 Birthday Bonus
- 10% New Business Bonus
- Tastecard
- PHA Awards
- Cucumber Salon Corporate Discount
- Cupcake Award
- £500 Holiday Bonus
- Summer Event
- Christmas Event
- PHA Pension Scheme
- Childcare Voucher Scheme
- Eye Tests
- Recruitment Incentive: Staff Referral Fee
- 4pm Friday Finish
- Ideas Bank
- Staff Wellbeing Initiative
- Fresh Fruit delivered to the office
- Local Businesses Corporate Discount