

**Job Title:** Project Manager

**Reporting to:** Senior Project Manager, Operations

**Location:** Based at our Norwich Office with occasional travel when required

**Salary Range:** On Application

## Job Description

**Background:** The Project Manager role manages and oversees the delivery of a variety of projects to include primarily global virtual, hybrid, face to face events and exhibitions and design/motion projects. For this specific role however in the first 12 months, there is a specific assignment which is the project management of 5 exhibition stands by September 2023 for one of our global clients.

A demanding and exciting role with frequent challenges which requires the individual to be able to work both autonomously and collaboratively with both internal and external teams. You must be able to keep projects to budget whilst maintaining the necessary margins. You will drive the promotion of our services to our clients both existing and new. You will have a talent for messaging and content development, an appreciation of technical production and exhibition management issues, and possess excellent organisational and people management skills.

**Job Purpose:** To provide an end-to-end exemplary, creative, and inspiring project management service to our clients. Leading, managing, and partnering with them through all aspects of their project whilst constantly striving for excellence. Promote the full breadth of Pb services to both our existing and new clients.

### Main Duties:

- Creatively interpret briefs from the client from inception to delivery
- Identify, communicate, and maintain realistic timelines efficiently
- Delivering projects on time, within budget, which meet (and hopefully exceed) expectations
- Managing the requirements of several stakeholders with demonstrable client management skills
- End-to-end development and communication of projects internally and externally
- Source and manage supplier relationships
- Develop long-standing relationships with clients
- Ensuring excellent customer service and quality control
- Creation and management of all relevant documentation in line with our internal project management processes
- Support creative proposals and pitches
- Attend client meetings including pitches and presentations
- Attend site visits as and when required
- Attend internal meetings when required
- Demonstrate excellent written and verbal communication skills
- Management of digital & print assets with external agencies and internal departments, ensuring the client's message is delivered effectively
- Assist with knowledge sharing and mentoring, engaging with internal team
- Be a proactive team member within Pb engaging professionally with internal staff whilst also acting as an ambassador for Pb externally
- Responsible for the closure of a project by ensuring both internal and external debriefs are held.
- Providing the finance team with the means to raise final invoices
- Global travel (including weekends) may be required for successful delivery of the role
- Occasionally working hours will require support to different time zones

All Production Bureau Limited employees are responsible for:

- Working to the policies of Production Bureau Limited
- Promotion of equal opportunities and respecting diversity within all aspects of their work
- Complying with all Health and Safety regulations and promoting a safe working environment
- Carrying out additional duties which may be allocated from time to time by the Board of Directors

## Requirements

Essential Criteria = (E) Desirable Criteria = (D)

### **Qualifications/Skills:**

Proficient MS Office skills including PowerPoint (E)  
Strong interpersonal and communications skills (E)  
Excellent presentation skills (E)  
Leadership & Management skills (E)  
Project Management skills (E)  
Highly organised and accurate with exceptional attention to detail (E)  
Excellent problem-solving skills (E)  
Efficient cost/budget management skills (E)  
Professional or degree level qualification in design or event management (D)

### **Experience:**

Experience of corporate live events, virtual & exhibitions (E)  
Proven track record in client relationship management (E)  
Experience of account management (D)  
Experience and talent for messaging and content development (D)  
Experience of working in a pressured environment adhering to strict timelines and deadlines whilst still delivering great service (E)  
A multi-tasker who has the ability to prioritise and manage own workload and lead others when required (E)  
Pitching experience (D)  
Experience and awareness of Health & Safety requirements relating to Event management (D)  
Excellent overall production knowledge and a thorough appreciation of technical production issues (D)

### **Attributes:**

Creatively led with a desire to be innovative (E)  
Must have a positive 'can do attitude' (E)  
Commercially astute (E)  
Client focussed with a desire to deliver exceptional service (E)  
Professional and personable individual (E)  
Willingness and flexibility to travel frequently within the UK and abroad (E)  
A positive and flexible approach to work with an ability to react to change as it happens (E)  
A self-motivated, enthusiastic individual with a good sense of humour (E)  
Driving license (E)