

United Kingdom Jobs Expertini®

Project Manager

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Company: SGS & Co

Location: United Kingdom

Category: other-general

SGS & Co is a global brand impact group delivering speed and quality through innovation and insights, to drive impact for our world class clients. We combine deep expertise in design, graphic services, production, technology, and process optimisation with unmatched marketplace understanding, dynamic ideas, and client first customer service. We bring the world's best brands to life and set them up for success in a modern world. We are currently seeking a Project Manager to join the team here at SGS&Co. The Project Manager provides day to day support to the Client Service Team, whilst collaborating with our Design and Creative Teams, Operations and Studio. The Project Manager is responsible for managing assigned tasks/projects throughout the creative and adaptive process from inception throughout completion, and striving to achieve the highest quality of work, whilst managing timelines. As Project Manager here at SGS&Co, you will benefit from being part of a growing, global agency, and will have the opportunity to take advantage of outstanding career development opportunities. You will also enjoy a great working culture, where fun is at the forefront at everything we do, whilst working alongside, and learning from, some of the most talented individuals in our industry. Furthermore, you will have the opportunity to truly shape the role of Project Manager within the SGS&Co business. The Project manager will need to showcase an ability to work within teams, as well as demonstrate the independence and resourcefulness demanded by an agile and highly dynamic agency environment. As a strong communicator, you will be able to facilitate communication with all stakeholders efficiently and effectively. Whilst this is predominantly a remote role, you will ideally be based within commutable distance from our Birmingham office for Client visits. In this role, you

will:

- Ensure that all assigned tasks and/or projects are delivered on-time, flagging any out of scope or out of budget requests
- Monitor project progress, handle issues and escalations that may arise
- Document and follow up on critical actions, decisions and risks
- Work with Studio Scheduler when applicable to ensure resource availability and allocation
- Develop a detailed project plan/tracker to monitor and track progress
- Create and maintain comprehensive project documentation
- Develop a thorough understanding of internal team operations and processes
- Keep on top of changes to the project scope, timeline, and costs
- Lead client/internal meetings, when necessary
- Maintain positive relationships with the client and relevant stakeholders internally and externally
- Participate in process improvement efforts at client and internal studio level
- Consistently manage multiple projects in fast-paced environment

Ideally you'll have:

- Proven experience within project management role in a design agency environment, or similar role on client side
- An interest in brand stewardship, and project management. Strong understanding of brand and packaging design requirements
- Strong verbal and written communication skills, with the ability to lead meetings
- Excellent organisational and planning skills
- Proficiency in Microsoft Office, and experience in various project management tools
- A collaborative and solutions focused-mindset
- Critical thinking skills
- Unparalleled attention-to-detail
- The desire to take the initiative on projects and have a passion to learn/grow
- Strong analytical skills, and be a proactive problem-solver
- Understanding of design terminology and creative process would be beneficial
- Knowledge of Adobe software would be advantageous, but not vital
- Some knowledge of print production and Flexo, Litho and Gravure printing processes would be highly advantageous

#You will enjoy an excellent base salary, along with the other benefits of working for SGS&Co including:

- 25 days annual leave
- Pension
- Healthcare scheme
- Life Assurance

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