

CREATIVE COPYWRITING AGENCY LOOKING FOR A PROCESS-DRIVEN PROJECT MANAGER

Hi there, you.

We are The Creative Copywriter.

With years of rapid growth under our belt and world-leading content strategists at the helm, we have earned our stripes as a leading content, copywriting and strategy powerhouse. But we want more, and that's where you come in.

We are looking for an experienced Project Manager, with a passion for organisation and experience working in digital marketing agencies to join our team. We're a fast-moving, fun-loving bunch, with a hunger to succeed, proven with a 200% growth record over just two years.

You'll need to be detailed orientated and organised, not to mention cool, calm and collected under pressure when dealing with several different projects and stakeholders at the same time. Nothing falls through the cracks on your watch! 'Problem solving' should be your middle name, and you'll live and breathe project processes. You'll also be able to work independently, taking 100% responsibility and accountability for your own workload.

Last, and by no means least, communication is key in this role. Whether you're sending the first draft over to a client or sending some tricky feedback to a freelancer, if you have the gift of the gab (or your fingers can dance across those keys like magic!), step right up.

In return, you'll get a great package, flexible working hours (we believe in a healthy work-life balance), lead on the company's client projects and work with a super supportive, fun loving team of people. You'll also get to work with/for some leading global brands such as Adidas, Hyundai, Thomson Reuters, Superdrug and Geox.

We're looking for someone to own our client projects, charm clients (and freelancers) silly and lead the way on ensuring our projects run smoothly and nothing falls by the wayside. If that sounds good to you, come and join us on our company's journey "to the moon"!

ROLE RESPONSIBILITIES:

- Planning projects (timelines, deadlines, set up on project management tool, assigning tasks etc.)
- Communicating project plans and job statuses to clients
- Scheduling and direction of the project team

- Communication with writers and managing their work
- Coordinating between different team members (internal and external) to ensure all deliverables are created, proofread and delivered on time and on brief.
- Foreseeing and solving problems around delivery issues
- Ensuring project documentation (including legal documents and requirements) are signed and project stages or jobs are formally signed off
- Solving all client issues in a timely (and charming) manner
- Monitoring and managing performance of writers
- Focusing on team utilisation
- Working with Senior Project Manager and Managing Director to improve processes and efficiency

ESSENTIAL EXPERIENCE:

- At least 3 years of experience working in a creative/marketing/digital agency, as a Project Manager
- Have worked on several accounts at one time
- Good understanding of digital marketing strategies
- Technologically savvy with the ability to learn new tools quickly and efficiently
- Experience leading a creative team
- Excellent working knowledge of GSuite and Microsoft Office

DESIRED EXPERIENCE:

- Knowledge/ experience with copywriting
- Experience developing Project Management processes and systems

PERSONAL SPECIFICATION:

- Super-organised
- Multitasker
- A cool, calm and collected problem solver
- Process driven
- A true team player
- Personable with excellent written and verbal communications skills
- Hardworking, persistent, and dependable
- Detail-orientated
- Positive and enthusiastic
- Good with technology
- Interested in personal development

DETAILS:

- 35-38k per annum
- Full-time role
- Flexible working hours
- Flexible working from home policy (in Non-Covid times we work from home on Mondays and Fridays, for example)
- Excellent personal development opportunities
- 26 days off (not including bank holidays)
- Super supportive and fun working environment

If you think you just might be the perfect fit for this role, please send your CV and covering letter (or, preferably, a short video) telling us why you're the right person for the job to nitzan@creative-copywriter.net. Feel free to also contact us with any questions you may have :)