

LONDON | UK

Job Title: **Digital Project Manager**
Department: Delivery
Location: London, UK

ABOUT PUTITOUT

putITout is an independently owned software production company. We work with London's top advertising, digital marketing and PR companies to create web and mobile applications. We employ 18 full time staff across our 2 offices located in London, UK and Lahore, Pakistan. The London office is principally committed to client facing project management while the Pakistan team are responsible for technical delivery.

The company has grown by 200% in 2010, delivering across mobile and web and we are currently on target to match that level of growth in 2011.

THE POSITION: DIGITAL PROJECT MANAGER

putITout is looking for a proven Digital Project Manager to join the London team. This individual will have digital production experience and be responsible for planning and delivering web and mobile projects for our large agency clients.

The position will report to the Operations Director and will involve all aspects of project delivery, including scope production, project planning, client management and progression management as well as overseeing the QA process.

The successful candidate will need to thrive in a fast-moving business environment, have strong client management skills as well as a logical mind and strong attention to detail.

We are a small agency that has grown very quickly over the last 18 months. We are looking for the right individual to come on board and help us to cement that growth and be involved with us taking the step from 'small agency' to 'established development agency'.

KEY RESPONSIBILITIES

- Understand client brief and create detailed scope documentation
- Produce accurate and reliable project delivery plans
- Manage the expectations of the clients
- Regularly contact clients regarding project process
- Manage project progression from scoping to delivery
- Manage communication between technical team and client
- Work collaboratively with the entire team and provide support

REQUIRED SKILLS/EXPERIENCE

- Proficient in Microsoft office suite & web browsers
- Digital project management experience required, minimum 2 years
- Highly organized, with ability to manage multiple tasks simultaneously
- Ability to prioritize and focus, with strict attention to detail
- Must be able to work as a member of a team
- Outstanding communication skills
- Bright, charismatic and inspirational with the ability to win credibility internally within a small team

TO APPLY

If you think you qualify for the above position please send your CV with a cover letter to Charlie@putitout.co.uk
Please indicate “Project manager” in the subject line.
