

Job Description

- Role Title:** Full Time Project Manager
- Location:** Studio 35, Great Western Studios, 65 Alfred Road, London, W2 5EU
- Salary:** To be discussed according to candidate qualifications
- We are looking for:** We are seeking a special individual wanting to join a growing business and who can help us achieve our long-term vision. Ideally, we prefer someone with previous agency experience to contribute to ID's inspiring and stimulating working environment. However, we are willing to support the right individual where they retain most but not all the role requirements below.
- The Company:** Originally founded in 2000, we are a boutique graphic design company specialising in graphics and marketing material for the Middle East. We are looking for a candidate who wants to develop themselves in a challenging role where ownership and responsibility are given in return for ideas and dedication.
- The Role:** This role profile is not exhaustive; it will be subject to periodic review and may be amended to meet the changing needs of the business. Utilising your confident, open and approachable manner, this is a pivotal role within a great studio environment. Typical duties include:
- Increase efficiency of client projects and improve work flow and streamline processes.
 - Managing work flow and ensuring resource is in place, both internally and externally to deal with a busy work schedule.
 - Gathering requirements, scoping projects, managing time lines and budgets and ensuring that projects are delivered on time.
 - Develop and manage the daily/weekly planning, scheduling and prioritization of the creative department's workload.
 - Quality assurance of all creative assets delivered to clients.
 - Engage with clients directly, including conducting creative kick-off calls, presenting creative concepts, soliciting client feedback and sharing that feedback with the creative team in a productive manner.
 - Owns the process inception to completion, including participation in budget determination, creation of project plan/schedule, managing resources for deliverables, assemble and coordinate project staff.
 - Writing high quality specification documents.
 - Manage multiple priorities, projects and relationships.
 - Driving internal resource, clients and third party suppliers to ensure all deliverables are on time, managing teams in a friendly way and building relationships across disciplines like strategy, creative, digital and print.

Inspirational Design Ltd

The Candidate:

- You will be very client facing and be responsible for taking client meetings and managing their expectations.
- Fluent in English and must have excellent written and verbal skills.
- A team player, someone who can genuinely gel with people from different cultures and backgrounds.
- Essential to have advanced working experience of Apple Macs.
- Highly proficient in Microsoft applications, Knowledge of Adobe Creative Suite, Google Docs, Basecamp, Harvest and iCalendar.
- Excellent communication skills with the ability to effectively interface with all levels and departments on a formal, informal, written and verbal basis.
- Minimum of three years in an agency environment managing both creative work flow processes and creative teams.
- Self-motivated, goal-oriented and able to work in a team environment.
- Ability to complete multiple tasks concurrently and deliver results under pressure.
- Excellent analytical, problems solving and troubleshooting skills with ability to define problems, collect data, establish facts and draw conclusions.
- Should take own initiative to search and find solutions.
- Strong planning, presentation skills and business acumen.
- Uses common sense at all times and pays close attention to detail.
- Discreet and professional.
- Should be able to think laterally and beyond expectations or convention.
- Strong interest in design and creativity.
- It is preferable to be well travelled and have knowledge of other cultures especially those of the Middle East and Muslim World.
- Committed, enthusiastic, sincere, trustworthy and conscientious.
- You should practice care and attention in every aspect of your role. You should be a dependable and loyal member of staff and a good ambassador for Inspiral Design externally.

Please be prepared to share letters of recommendation that support your skills in all the required areas. Please note that due to the high levels of response, we are only able to get back to those applicants who have been successful.