

JOB DESCRIPTION

Digital Assistant



Job Title: Junior Digital Project Manager (Live)
Level: Junior
Department: Digital
Based: Hartlebury
Reporting to: Head of Live Digital Solutions

REMUNERATION

Agreed as per contract of employment.

Bonus & pension contribution scheme as outlined in your contract of employment.

PURPOSE

Working with our internal live team you will be responsible for managing multiple small projects with a value up to up to £7,000. You will look after project timelines, briefs, build and testing associated with these projects. Another key part of the role will be to supporting Head of Live Digital Solutions with the day to day running of the team. You will support with scheduling calendars, preparing and collating costs, entering data on to our internal budgeting software, assisting with proposals and a number of other administrative tasks. You will build strong relationships with our external suppliers and be responsible for ordering with them.

This opportunity is great for anyone with a keen interest in the digital world and with the ambition of being a strong digital project manager. You will be assisting the team in creating award winning digital solutions for some huge Worldwide brands.

PRINCIPLE DUTIES

- Manage multiple small projects
- Support and assist the department in the operation of digital tasks
- Responsible for the scheduling of the teams' production time
- Develop, instigate and execute efficient ways of supporting the team
- Support the team with the collation, development and supply of costs
- Responsible for the scheduling of digital equipment and ordering in external supplies
- Assist with digital testing of projects and proof reading of proposals
- Willing to work outside normal office hours when required
- Willing to work onsite when required

This list is not exhaustive and you will be expected to work flexibly and undertake other such duties from time to time as required.

SKILLS

- Good knowledge of Microsoft Windows operating system
- Good knowledge of Microsoft Office suite, including Outlook, Word and Excel
- Be able to communicate effectively both verbally and in writing

- Good attention to detail
- Good people and team management skills

CHARACTERISTICS

- Committed to the highest standards of customer service
- Organised with a true desire for detail
- Quick to understand a task and what needs to be done to achieve it
- Positive attitude towards challenging situations and multi-tasking
- Excellent time management skills
- Self-motivated with the ability to work individually and as part of a wider team
- Willingness to learn new skills and develop existing ones
- Must be committed to making 'anything possible' with a 'can do' attitude

OTHER REQUIREMENTS

- Able to travel throughout the UK and overseas
- Driving licence

DATA SECURITY

At all times you must work within the guidelines set out in the **drp** Information Security Policy and your Employee Confidentiality Agreement. Failure to do so will be deemed as gross misconduct.

FURTHER NOTES

The role will be based primarily in our Worcestershire head office. There will be times when this role will require you to work from the company's other offices. You will be expected to work flexibly and undertake other related commercial duties both in the UK and overseas as the company may from time to time reasonably require.

At all times you must work within the guidelines set out in **drp's** Health & Safety Policy and Employee Manual.

THE COMPANY

Established in 1980, we're one of Europe's most experienced and largest, fully integrated, award winning communications agencies. From the strategic communication consultancy, to our complete in-house production facilities for digital media, video, events & print, we deliver to companies of all sizes that span a wide range of markets.

***drp** is an equal opportunities employer.*