

JOB DESCRIPTION

Project Co-ordinator

Job Title: Project Co-ordinator
Department: Project Management
Based: Hartlebury
Reporting to: Head of Project Management

REMUNERATION

Agreed as per contract of employment

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

PURPOSE

To support the Project Managers & Producers with the administrative process of account and event management.

PRINCIPLE DUTIES

- To communicate effectively and appropriately at all levels including internally / externally / written and face to face
- To provide a support to the Project Managers & Producers
- Liaise with suppliers
- To operate various client hotlines
- Handle delegate registration process for clients & adhere to all GDPR regulations
- Input registrations and assist with general enquiries
- To provide onsite support
- To raise Purchase Orders
- Prepare kit for offsite jobs
- Source suppliers, providing quotes and options to the Project Manager &/or Producer
- Complete accurate documentation as required
- Book accommodation for crew
- To assist will all reasonable requests from Project Managers/Department Managers/Producers & Director

This list is not exhaustive and you will be expected to work flexibly and undertake other such duties as the management may from time to time reasonably require.

SKILLS

- To work on multiple projects
- To work under pressure and to tight deadlines
- To have excellent organizational skills
- To have a high attention to detail
- To show complete passion & commitment to achieving excellent results

- To have a can-do approach and attitude
- To have an understanding of the industry and requirements
- Be easily adaptable to change
- A willingness to work unsociable hours on occasion

EXPERIENCE

- Good ability working with MS Office applications
- To have excellent administrative skills, work to tight deadlines, good communication skills, attention to detail and a methodical and logical approach
- Experience of working in a similar environment

OTHER REQUIREMENTS

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

DATA SECURITY

At all times you must work within the guidelines set out in the **DRPG** 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 **DRPG'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.

***DRPG** is an equal opportunities employer.*