



We're looking for a bright,
super-efficient project manager,
who knows how to prioritise.

Submission deadline

21.03.17

MultiAdaptor
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Job description
 Project Manager



We're looking for a bright, super-efficient project manager, who knows how to prioritise.

The role in a nutshell

- You'll be driving the delivery of projects in the studio — responsible for helping to ensure projects are appropriately resourced, run on time and right on budget.
- You'll be liaising closer-than-close with both our wonderful clients and our brilliant team of designers at MultiAdaptor.
- You'll help shape and implement project processes that improve the way we work, and how projects are managed from beginning to end.

Your experience

- You'll have 5+ years experience in a similar role.
- Ideally you'll have solid, demonstrable experience of producing branding projects across print and digital.

Your skills

- You're an absolute client expert who creates strong relationships.
- You keep a clear head and remain calm under pressure, helping others to do the same.
- You're a prioritisation ninja, using this skill to get your own tasks done, but more importantly — to enable and encourage others.
- You're an articulate and sensitive communicator — clear and thoughtful when writing or speaking to clients.
- You're proactive and autonomous.
- Using your incredible listening skills, you're able to foresee potential bumps in the road and problem solve collaboratively way before issues arise.
- You can breakdown complex projects into tasks and manage their delivery effectively.
- You're action-oriented, but your responses are always well-considered.
- You're able to confidently give a realistic and honest position and status of every aspect of a project to both the client and your team members.

- You're an opportunity spotter whose relationships pave the way for future collaborations.
- You care about the details and getting things super-tight.
- You have an aptitude for budgets, figures and spreadsheets.

Qualities important to us

- You're empathetic, both from a client and team member's perspective.
- You have a tenacious spirit and your positive energy is infectious.
- You're a pro-active, problem-solver, deeply engaged and in the moment.
- You're a great communicator, and have a natural warmth.
- You're open and highly collaborative, not defensive or precious.
- You're naturally inquisitive and questioning.
- You care about what you do, and delivering great work.

About MultiAdaptor

- We are a London-based branding agency, founded in 2005.
- We're a team of around 12 people.
- Our clients include Google, the Guardian, British Council and high-growth startups.

Details

- Applications close 21 March 2017.
- Salary negotiable and subject to experience.
- Please email work@multiadaptor.com with a covering note and your CV.
- Shortlisted applicants will be invited for interview.
- Please note we will only be able to respond to applicants that will be taken forward for interview.
- No agencies please.