



PROJECT MANAGER (FIXED TERM CONTRACT)



Highly competitive salary + paid overtime + benefits

Manage the implementation and delivery of a portfolio of projects for our clients (predominantly automotive printed marketing materials)

We are proud of our impressive client list which includes a number of prestigious brands. It's a challenging, yet highly rewarding environment with a fun and creative core.

We are looking for an experienced Project Manager to take on this contract role until the end of the year. Central to the role will be to monitor the progress of the projects in line with agreed budgets and timing plans, and maintain excellent internal communication to traffic the work through our Studios. The successful candidate will have strong attention to detail, first-class communication skills and will be highly organised in planning day-to-day tasks. Previous experience in a project environment is essential.

Why Burrows?

We're one of the UK's leading through-the-line creative marketing companies, an integral part of the Y&R/Wunderman worldwide partnership and a WPP Company.

As an accredited Investors in People Company, we believe in promoting the professional and personal development of our people.

We offer highly competitive salaries and a generous benefits package, including private health insurance. We believe in a healthy work/life balance.

The hours for the role are 37 per week Monday to Friday. Sometimes you may be required to do overtime, which will be paid.

You'll be working at our head office, a two-minute walk from Shenfield railway station, and less than 30 minutes by rail from central London. (Away from the madding crowd, but still close enough to get into it!)

To apply for this opportunity or to request a full job description, please forward your CV with a covering letter, noting your current remuneration package to:

**Human Resources, Burrows, The Burrows Building,
5 Rayleigh Road, Shenfield, Brentwood, Essex CM13 1AB.
Tel: 01277 246666 Fax: 01277 246778.
email: burrows.careers@burrows.yr.com
web: www.burrows.info**

Please note that due to the volume of emails and applications we receive on a daily basis we are unable to respond to everyone and therefore only successful applicants will be contacted.



JOB DESCRIPTION

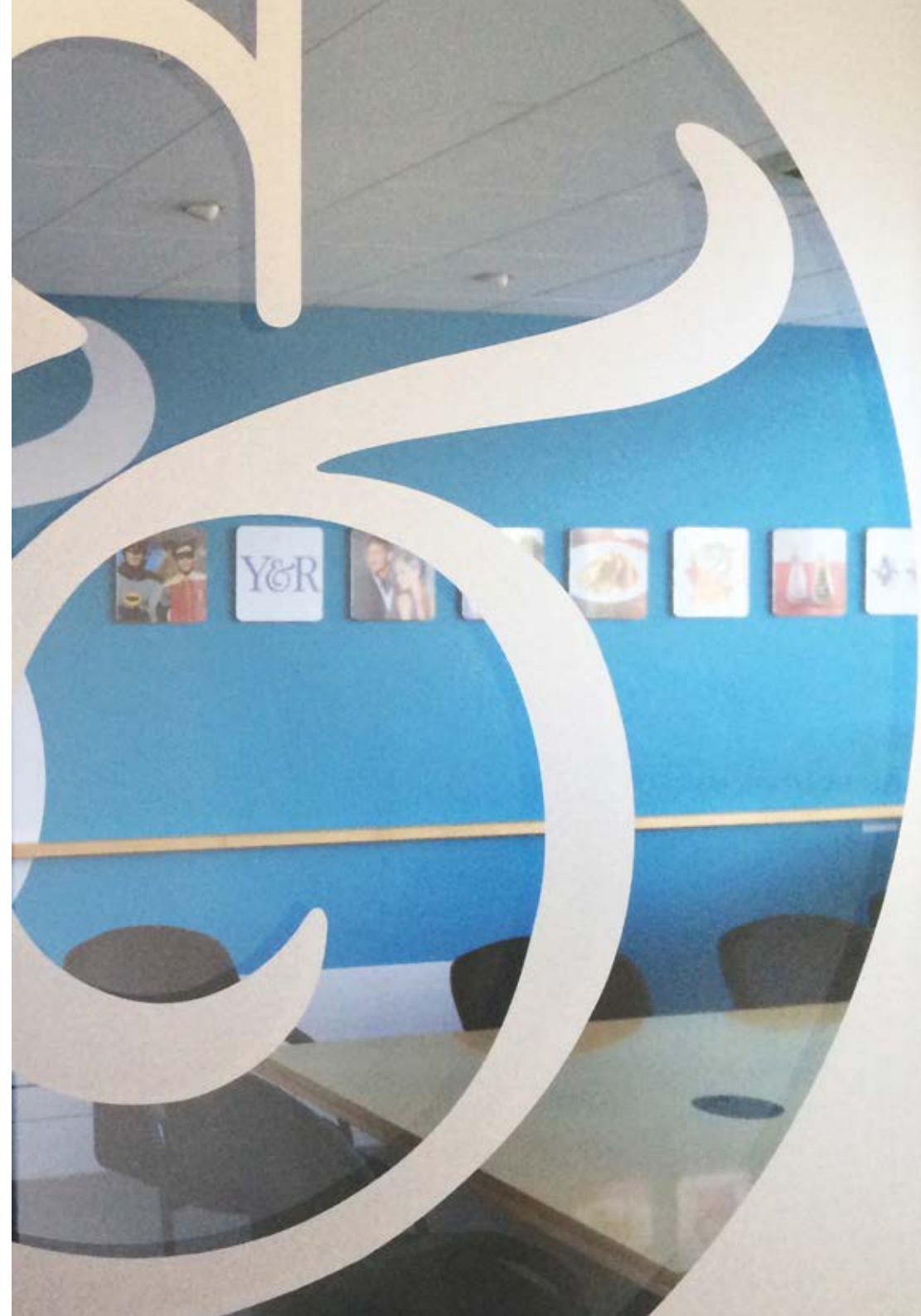
Manage the detailed delivery and administration of a portfolio of projects on time and on budget.

Key Responsibilities

- Raise project estimates in conjunction with a member of the Account Team and other relevant department representatives, ensuring that the estimate is on the finance system within the time frame before work commences, as agreed in the PM procedures
- Create and issue a Microsoft Project timing plan to accompany any assigned jobs in accordance with the PM procedures
- Monitor the progress and completion of assigned projects against the published timing plan
- Issue an hours breakdown to the relevant departments for any job within 24 hours of the briefing meeting
- Proactively arrange all brief/review/status meetings for the job assigned
- Liaise with all relevant departments to coordinate and traffic projects through the necessary departments, providing a job status where required
- Review the job budget throughout the life of the project, regularly advising the Team Leader of the balance of hours
- Where required, liaise with third party suppliers to obtain costs, timings and delivery of work placed against agreed estimated and schedules
- Ensure that any third party costs are posted to the job before completion and that all jobs are closed promptly on completion of the project
- For Ford of Europe projects ensure that the Ford of Europe Nu.world Brand sheets are updated/completed in line with the Burrows/Ford of Europe service level agreement and that all Ford of Europe metric dates are monitored and met
- For Ford of Europe projects liaise with the Ford appointed Print Management Company as per the Burrows working guidelines
- Work collaboratively with the relevant Account Team, acting as their 'gateway' for information into the company to ensure the smooth running of all projects assigned

Other

The successful candidate will also be required to carry out any reasonable duties identified by their line manager or team leader as well as a duty to positively represent Burrows to our customers and suppliers. There will also be the need to comply with our ISO standards and fully participate in our company's performance management and development programmes, as well as working in accordance to our Human Resource policies and procedures.





SPEC & COMPETENCIES

	ESSENTIAL	DESIRABLE
PERSONAL ATTRIBUTES		<ul style="list-style-type: none"> Strong organisational skills Confident communicator and able to lead meetings Flexible and able to adapt to changing conditions Pragmatic approach and calm under pressure A keen eye for detail and able to work within structured processes Excellent interpersonal skills Strong ability to prioritise tasks and manage time effectively Team-oriented, driven individual Pro-active approach to dealing with fast turnaround and changing projects Good verbal and written communication skills
EXPERIENCE AND KNOWLEDGE		<ul style="list-style-type: none"> Experience of working on design projects for printed materials (e.g. brochures) Proven experience of working on multiple projects with different timescales Strong Project Management experience in a design agency or similar environment Strong experience of liaising with internal departments successfully to traffic projects throughout the project lifecycle Experience of using Microsoft Project would be advantageous
QUALIFICATIONS		<ul style="list-style-type: none"> Minimum GCSE standard English/Maths Degree qualified (ideally in marketing, communications, digital media or business studies) PC literate, good working knowledge of MS Office (Word, Excel, Outlook etc.)
CIRCUMSTANCES		<ul style="list-style-type: none"> Able to work overtime as and when required, sometimes at short notice