

# Digital Project Manager

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<b>Location:</b>	Borehamwood, Hertfordshire
<b>Hours:</b>	Monday – Friday 9 – 5:30
<b>Salary:</b>	£22,000 - £28,000 depending on experience
<b>Travel:</b>	Some travel to client sites may be required
<b>Car required:</b>	Desirable

## The Company

Our client are creative digital experts and service providers with experience in design, development, branding, marketing and management. Based in Borehamwood, this award-winning agency have successfully been servicing well-known brands for the last 20 years.

## The Role

While this role does not have line manager responsibilities, you will be required **to coordinate internal resources and/or third parties across multiple simultaneous projects**. The ideal candidate will need to be able to demonstrate a significant proven track record of planning and executing a **diverse range of projects with exceptional attention to detail** within a commercial environment.

## The Ideal Candidate

The ideal candidate will thrive on **establishing and maintaining relationships** to ensure the smooth delivery of projects, managing and exceeding client expectations while ensuring agreed timelines and budgets are met.

Your communication skills will be finely tuned to maximise telephone, email and face to face contact. In addition, you will be involved in **proposal writing, project documentation, copy writing and social media**.

Although this is not a technical role, you will need to be able to provide 1<sup>st</sup> line support as projects go live.

The ideal candidate will have a Certification in Project Management (i.e. PRINCE2 (practitioner), PMI PMP, PMI CAPM) and be able to function at the highest levels when under pressure. You must be enthusiastic and positive with a **proven ability to quickly establish effective working relationships and positively influence others**. Computer literacy is essential with an ability to use the right tools at the right time.

To apply, complete an online application form at <http://dohr.co.uk/clients/client-vacancies/apply-now/>

For queries, contact [recruitment@dohr.co.uk](mailto:recruitment@dohr.co.uk) or call Beverley on 01923 504100