

VACANCY

ACCOUNT/PROJECT MANAGER

An Eazytiger Account/Project Manager needs to have the ability to think and work independently, whilst maintaining a strong 'team player' mentality in an expanding workforce.

The candidate will be responsible for the day-to-day running of a selection of client Accounts, and will be the Project Management driving force behind a variety of projects.

Following the Eazytiger Project Process, the candidate will manage the full life cycle of the project from start to finish, including liaising with stakeholders across all areas of the business and at all levels of seniority. The candidate will work closely with their project team, along with securing resource, managing budgets, planning and delivering against a defined timescale and set of business objectives.

Key responsibilities/requirements include (but not limited to):

- The ability to see any project through from the initial client brief/requirements capture stage, to project completion and delivery.
- The ability to lead several projects at once, managing each projects budget, team and successful progression/completion.
- It will be the candidate's responsibility to identify project risks and mitigate them accordingly.
- Confident in leading client meetings and presenting proposals and concepts.
- Establish excellent working relationships with clients, identifying their responsibilities and integrating them into the project team whilst managing their expectations and always striving to meet their deadlines head on.
- Sourcing and management of third-party suppliers as required.
- Preparation of documentation including: quotations/proposals, timing plans, project specifications and client presentations.
- Training clients in the use of Eazytiger Back Office systems, and providing on-going support

Overall, it will be the Account Manager/Project Manager's responsibility to ensure a project is delivered on time, on budget and to a high standard, always ensuring our customers happiness and satisfaction.

In addition to this, a working knowledge of Google Analytics, Search Engine marketing (SEO and PPC) and Social Media is extremely important to help grow this side of our portfolio.

Experience using Agile and Prince2 methodologies would be beneficial but not essential.

To apply, email Gary at action@eazytiger.net or call 0116 269 2699.