



Ve Interactive

Position: Digital Project Manager

Based: Mayfair, London

Job Type: Permanent

Salary: p.a. £30,000 - £35,000

Reporting To: Director of VeServices

An exceptional opportunity exists for a thorough and organised project manager to join an exciting software development and services company with a strong bias towards user digital services, technology, customer service and client retention.

We are looking for a dynamic and ambitious individual with a strong digital background to plan development and implementation of Ve Interactive's suite of cross-platform products and to play a key part in the expansion of the VeServices digital consulting and development program.

PRIMARY RESPONSIBILITIES

- Implement sound project management processes and disciplines.
- Creation of project documentation including Scope of Works, Project Plans, Issue Logs and Resource Plans.
- Plan resources and budgets working alongside CTO development and Art Director.
- Work with internal stakeholders, clients and partners to identify and document project requirements.
- Provide project updates to internal and external stakeholders.
- Build a team of project managers, as demand requires.
- Liaise with the Sales and Technical Support teams as necessary.
- Other duties as assigned.

This position will give you the opportunity to play an integral role in the success and continued development of a fast growing global company. The successful candidate will have the opportunity to develop their project management and organisational skills in a dynamic and forward thinking environment.

Hours of Work

Normal working hours are Mon – Fri 9:00am – 5:30pm, however flexible hours may be required.

KNOWLEDGE AND SKILL REQUIREMENTS

- A focus on detailed planning and implementation.
- A detailed understanding and practical work experience of digital media.
- A Prince 2 Qualification is preferred, but not essential.
- Strong interpersonal, communication and relationship management skills.
- Self-motivated and highly organised.
- Ability to work independently or within a small team.
- Pleasant and outgoing personality.
- Willingness to work a flexible schedule.