

Web Project Manager

Location: Hudson Armstrong Design, Perranarworthal, Nr Truro, Cornwall

Job Role:

We are looking for a full time project manager for our small and established creative design agency with a diverse client base. You will be responsible for managing website and print projects including creating detailed project specifications and briefs. Once a project is confirmed, you will be responsible for the lifecycle of the project, including but not limited to:

- Setting deadlines and key deliverables
- Advising the client regarding website functionality and programming technicality
- Briefing the designers and programmers (in-house and external)
- Keeping track of progress and ensuring deadlines are met and project reaches successful conclusion
- Frequent contact with the client to keep them up to date and show progress where necessary
- Maintaining quality control (testing, design etc)

On average, you will be managing 10-15 projects in various stages at any given time. The role is fast paced and requires the ability to adapt to different situations quickly.

Qualifications & Experience:

The ideal candidate will be highly motivated, resourceful, outgoing and a team leader.

- Have at least 3 years experience in a design agency environment managing web projects as a project manager
- Have experience of leading a team and managing people and resources
- Have good knowledge of the lifecycle of a web project
- Excellent knowledge of website functionality and capability
- Knowledge of SEO is essential and a good understanding of the marketing opportunities the internet offers
- Be able to demonstrate the ability to make sound decisions and meet deadlines with a strong track record of success
- Have a keen eye for design
- Have experience with dealing with clients on the phone and face to face
- Be ambitious and innovative to further the goals of the company
- Have excellent organisational and planning skills to ensure project specifications are detailed and precise.
This includes being able to write clear and concise specifications and make sure they are adhered to throughout the project cycle
- Have a sense of humour

Salary:

£27k+ depending on qualifications and level of experience.

How to apply:

Please email us (bob@hudsonarmstrong.com) with your CV and salary expectations and we will contact you soon after, should you qualify for an interview.