



# Project Manager

**Salary:** Band B (£28,875 - £46,640 per annum).

**Job Type:** Permanent, Full Time, 40 hours per week.

**Location:** London, North Acton, NW10.

**Hours:** Monday to Friday, 9:30am to 6:30pm.

**Reporting to:** Business Manager

**Department:** Project Team.

**Reference:** PM / January 2019.

**Closing Date:** 08/02/2019.

## About Us:

Our love of creating an amazing visual spectacle and being part of something special, drives who we are, and what we do, every day.

At Neg Earth Lights, we are at the top of the game. Voted favourite lighting rental company in the UK for the last 5 out of 7 years. We deliver quality and innovation on time, every time.

We believe that everything is possible. Whatever we do, we do with respect and passion within an exciting and inspiring community where everyone can excel. Using our collective creativity and resourcefulness, we truly believe that we can turn challenges into opportunities. The show must go on!

Come and experience the show from the best seat in the house. Get your hands on the latest and best quality equipment on the market and work with world renowned Lighting Designers. Set your career goals and follow your career development path while being part of a fun, inviting and diverse company culture.

## About You & The Role:

Our Project team is rapidly expanding and an excellent opportunity has arisen for an additional Project Manager. The purpose of this role is to Manage and develop significant client relationships, taking ownership of the project process from quotation to delivery.

Are you customer focused? Do you have a passion for excellence? Can you communicate comfortably across a broad spectrum of people? Is building and maintaining strong relationships really important to you, even in challenging times? Are you a resilient self-starter who prioritises like a pro to stay ahead of the game? Are you organized accurate and have great attention to detail? Can you respond calmly and maintain focus when faced with the challenges of last minute changes? Can you deliver on time, every time? Do you inspire others and create an environment where others are motivated to excel?

## **You'll play an essential part in the company success story by:**

- Engaging with clients from initial enquiry to conclusion and providing expert advice and project management in order to deliver the best possible solution to the client.
- Ensuring the smoothest possible service delivery with excellent communication, both internally and externally.
- Supporting large scale projects by co-managing projects in cooperation with the MD.
- Managing budgets associated with the projects.
- Managing a growing portfolio of clients as the primary contact and relationship manager.
- Proactively exploring opportunities and building upon existing client network.
- Providing supervision and inspirational coaching to project coordinators assigned to projects.
- Motivating and supporting the team of project coordinators in continuous growth and identifying learning opportunities.

## **Your Skills, Qualifications and Experience**

We can't live without your:

### **Experience and Knowledge**

- Proven experience from a similar industry based role
- Expert product knowledge of Neg Earth Lights stock along with a sound understanding of market trends and latest technology.
- Ability to build lasting client relationships
- A sound understanding of market trends and latest technology
- Creative and practical problem solving abilities
- Awareness of operational logistics and international freight requirements
- Experience of working with freelance crew
- Strong commercial acumen

### **Organisational skills**

- High level of accuracy, with impeccable written and verbal communication skills
- Ability to work autonomously whilst being a real team player.
- Willingness to take ownership and accountability and see things through to completion.
- Ability to work under pressure and to tight deadlines, demonstrating resilience, flexibility and ability to maintain positive relationships.
- Your ability to plan ahead, organise, prioritise, delegate and oversee workload.
- The show must go on so providing a 7 day operation/service is key. Therefore the ability to work paid overtime on occasions, including weekends is essential.

Nice to have, but we'll be happy to offer additional training and support:

- Advanced MS Office applications skills– Outlook, Excel, Word.
- The use of a stock control system.

### **What's in it for you?**

- Working with exceptional people, the latest technologies and being a part of a team making remarkable events happen
- The opportunity to continue to grow and develop whilst working alongside a skilled team in a supportive culture
- You'll be working with the most respected lighting designers on global events using the best known equipment in the market.

- We'll take care of your physical and mental wellbeing with our Private Health Insurance and Pension Scheme, our Internal Wellbeing and Mental Health Awareness training scheme and onsite company gym
- Free onsite parking
- As you'll be a star employee, you'll have the opportunity to be considered for an annual bonus.

**Does this sound like you? Do you love challenge and are ready for an amazing career in a vibrant industry?**

**Get in touch! We can't wait to hear from you!**

Click apply, or email on [people@negearth.co.uk](mailto:people@negearth.co.uk)

**Equal Opportunities:**

We are an Equal Opportunities employer. We'll be happy to help with any specialist arrangements in order for you to apply or interview for this role. Let us know and we'll do our best to make all possible adjustments.

**Note:**

We really appreciate you taking the time to read more about Neg Earth Lights and the role. We try very hard to reply to each applicant. If you haven't heard from us within 10 working days past the mentioned closing date, feel free to give us a nudge!