**Department: Simply Zesty**

**Completed by: LD/NS**

**Date: January 2017**

**JOB DESCRIPTION**

**Job Title:** Project Manager

**Reports to:** Head of Client Delivery

**Purpose of Job:** To manage client accounts and deliver industry leading digital projects on time and within budget for Ireland’s leading digital agency, as well as managing customer expectations and in-house resources to ensure project requirements are met.

**Main Duties:**

* To build and maintain strong client relationships, acting as the main point of contact for appointed clients
* To manage the delivery and profitability of projects across your accounts
* To manage client projects, from briefing through to delivery and reporting
* To ensure projects are delivered on time and on budget
* To brief and liaise with the design and web development teams
* To develop clear project documentation throughout the project lifecycle
* To manage clients and internal stakeholders, ensuring they are kept fully informed
* To liaise with 3rd parties to agree deliverables and manage scope, where appropriate to the project
* To lead project review meetings
* To adhere to internal accounting/reporting procedures for billing and time management
* To perform other duties as directed