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## Experienced Project Manager

W, an international creative B2B communications agency in Malmö, seeks an Experienced Project Manager.

Are you someone who thrives in having control and managing the whole process? From finding, owning and growing client relationships and interpreting client needs to leading new concept development and driving projects all the way to completion.

Are you someone who has been working in marketing or advertising for 10 years or more? Do you have extensive experience in giving marketing advice, and able to give a professional and experienced answer? Are you highly ambitious and able to cultivate new business opportunities?

Are you a complete package – Superior Client Relationship Manager, Marketing Professional, and Superstar Project Manager? Then W maybe the place where you can have it all!

### Specific Responsibilities and Tasks

- Responsible for the day-to-day execution of projects from being on strategy, on time and on budget.
- Ownership and execution of all the phases of managing client projects from opening the job to preparation of final invoice, and everything in between.
- Provide strategic and creative counsel to clients.
- Prepare project cost estimates and project creative briefs.
- Capable of prospecting and developing new business opportunities for the agency.
- Motivate and lead the project team including art directors, copy writers, and other agency suppliers in order to deliver upon the client business objectives and project requirements.
- Present and sell in final ideas and concepts to clients.
- Accountable for project profitability, including financial project review
- Able to work in and give advice for a wide range communication channels.
- Ability to manage multiple clients and multiple projects simultaneously.

### Required skills

- You must be able to hit the ground running and preferably have an established business network in the Oresund region.
- You have strong organization skills and are able to keeping things moving.
- You are outgoing and self motivated, and can work with minimal direction.
- You are service minded and believe in giving good treatment to others.
- You have worked in a fast paced professional service oriented environment.
- Must speak and write English fluently and have a good command of the Swedish language

### Computer Skills

Microsoft Office Suite - Outlook, Excel, Word, PowerPoint  
Acrobat Professional  
Experience with AdJob a plus



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### **Education**

Marketing, communications or business degree or equivalent work experience

### **Other information**

Responsibilities mix:

- 45% Relationship and project management, and administration
- 20% Strategic thinking and concept development
- 35% New business development with existing clients and prospects

Occasional travel outside Sweden but not on a regularly scheduled basis

### **Contact**

Submit cover letter and CV to:

Lisa Quinn

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