

Junior Project Manager (Full time) Job Specification - Location: London

About This Place

This Place is a digital product design studio with offices in London and Seattle. We help businesses to define their digital strategy and realise their strategic vision through the design and development of smarter apps and online services. We're a friendly, driven team, which is passionate about all things digital and enjoy working with a series of influential global brands. We also focus some of our time on developing our own digital products.

The Role – Junior Project Manager

This Place is growing its Project Management team and we are looking for an ambitious, confident and enthusiastic person to join our family, initially in the role of Junior Project Manager.

Based in Shoreditch, London you will be responsible for guiding the production team through product development projects from initiation to project closure adopting an agile approach.

You will be working closely with the Head of Production in London and the Project Director in the Seattle office. The role requires high levels of collaboration with design and software development teams in order to plan and deliver in line with our high internal and external expectations.

Key Job Tasks

- Support Head of Production and Project Director with the day to day running of project teams.
- Work closely with design and development teams, to scope, plan and execute a variety of projects.
- Produce all project documentation such as timelines, budgets, resource & delivery plans and reports.
- Conduct regular stand-up meetings and all Agile rituals.
- Ensure project objectives and deliverables are fully defined and supported by key stakeholders.
- Manage project budgets by tracking team time and progress.
- Work directly with clients to communicate project scope, status, billing schedules, and workflows.
- Develop long-term relationships and trust with clients and colleagues.

About You

- 1-3 years of experience in digital project management.
- Strong understanding of the project lifecycle.
- Excellent organisational skills.
- Confident, assertive, self-reliant, and responsible.
- Self-motivated, pro-active and prepared to act on instinct.
- Good listening skills, but able to challenge and propose new ideas for requirements and solutions.
- An enthusiasm for digital products.
- Educated to degree level.
- Open to occasional company travel overseas.
- Knowledge of Agile methodology a benefit.
- Experience with Jira and Confluence tools a benefit.

APPLY AT: JOBS@THISPLACE.COM

