



We're looking for a...

## Digital Project Manager

**Salary:** up to £30,000 per annum plus profit share  
**Location:** 1 Mann Island, Liverpool, L3 1BP  
**Application Deadline:** 10th May 2019

It's a really exciting time here at Kolodo. We've just turned three and exceeded £500,000+ turnover, we've worked hard to establish a team of 14 passionate digital experts led by our Board of Directors, and are immensely proud of the growing relationships we've built over time with our clients.

Following on from a number of recent large contract wins, we're looking for a digital project manager to join and lead our creative and development teams.

We're all about accelerating growth through digital transformation. Every brand we choose to work with, whether it's a business or a charity, and whether they work locally or internationally, are investing in their own growth. Our Directors have held discovery workshops with them, and spent hours putting together strategic marketing plans to help them achieve their commercial goals. We're looking for someone with excellent organisation and people skills to join the team, who simply won't settle for second best.

### The role

You'll be working with several clients across a wide range of sectors, from limited companies to those floating on the stock exchange. Some have goals to increase brand awareness, whilst others measure success on our ability to generate leads or drive eCommerce sales. Your aim will be to ensure our clients meet and exceed their goals through managing our digital projects from inception to launch, and beyond.

The successful candidate will have good knowledge of digital and web, and strong project management experience. You'll be driven by performance, collaborating with our entire team to gain the very best results for our clients.

We're looking for at least 12 months experience in project management, working in-house or within an agency, with the enthusiasm to always reach the next level.

## The responsibilities

- » Act as the key contact for our clients, forming a strong relationship with them, and regularly communicate using meetings, calls and instant messaging
- » Build a great relationship with our creative and development team, and ensure work is always completed on time and to budget
- » Work on, and manage, our daily schedule, time tracking and task management tools
- » Identify and implement Key Performance Indicators (KPIs) and project milestones
- » Ensure key Service Level Agreements (SLAs) are met
- » Oversee the financial budget of the project, notifying our team of any changes
- » Work as part of our team to win new business and develop current client relationships
- » Analyse success and look for improvement areas, and work to implement changes
- » Work with our Head of Operations to constantly assess working methods and processes, and make recommendations for improvement

## The position

In return, we're offering a competitive salary, a generous share of our profits, a brand new MacBook Pro that you can take home, complete transparency, along with endless growth and training opportunities both personally and departmentally.

You'll be working from our HQ in Liverpool, overlooking the Royal Albert Dock alongside an award-winning team who strive to make a difference.

To apply, please go to [kolodo.com/careers](https://kolodo.com/careers), or email across your CV and covering letter to [careers@kolodo.com](mailto:careers@kolodo.com)