

tjarks and tjarks

DESIGN LIMITED

Account / Project Manager- Fluent German speaking

Competitive salary depending on experience, plus benefits

The company

Tjarks and Tjarks Design Ltd is a Purley, Surrey based International Creative Packaging & Brand Building Agency.

Our creative team is absolutely incredible, they don't just make things look great, they always have a clear understanding of where our clients want their Brand to be and how they want it to be understood by their consumers.

We pride ourselves on the strength of our design work and our proven ability to create effective Private Own Label and world-class Brands.

We've been trusted for over 25 years with many Brands and Private Own Label, offering truly authentic solutions that in-turn generates effective creative packaging design.

The role

This is an amazing opportunity for a dynamic German-speaking Account Project Manager to join a highly successful creative team and further develop their career. This role offers the opportunity to utilise excellent project management skills and take on a number of projects working within a highly successful and fast growing international organisation.

The responsibilities

You will be responsible to run a brand in conjunction with a given brand guideline.

The role is fully responsible for overseeing the design, photography and artwork processes to ensure brand consistency.

You will be accountable for the budgeting and invoice preparation of all your projects.

Junior Brand Project Managers will own and be responsible to run small brand projects from scratch.

Senior Brand Project Managers will run more complex and multiple projects and manage and mentor more junior members of the team.

You will be accountable for ensuring that all aspects of the client brief are met and you will be responsible for meeting all client deadlines with regards to design and artwork therefore precision and attention to detail is crucial.

You will maintain long-standing client relationships as well as building and maintaining strong internal relationships across the company.

The candidate

Previous project management experience within a creative environment is desirable but not essential and experience within a print and design or packaging environment would be ideal.

For senior roles previous packaging experience is essential.

Some marketing or branding experience would be highly beneficial.

Previous Account Management experience of dealing with a German client base is advantageous.

Fluent German is essential.

You must be able to demonstrate previous experience running accounts or projects with precision in a fast paced environment and working to short deadlines.

You must be articulate, have an excellent telephone manner, and proven communication skills dealing with clients over the phone or in writing in both German and English. You need to be self-motivated, highly organised, be able to manage time-lines and meet constant deadlines. You must demonstrate a passion for building strong working relationships.

A university degree, or equivalent is essential.

Some experience of managing a range of projects from design through to print ready artwork is ideal.

A proven ability to work to strict deadlines coupled with excellent attention to detail is essential and an understanding of design briefs and creative direction would be advantageous.

Good computer skills are a must and experience using Macintosh computers advantageous.

Please apply with a full cv and a covering letter stating your availability to start and your desired salary.

We regret that that due to volume of response only suitable candidates will be contacted.

Data Protection – any information we receive as part of an enquiry about opportunities with Tjarks and Tjarks Design Ltd including personal contact details, cv and email address will be kept and used for recruitment purposes for a period of at least one year.

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