

# tjarks and tjarks

DESIGN LIMITED

## JOB DESCRIPTION

<b>JOB INFORMATION</b>	
JOB TITLE	<b>PROJECT MANAGEMENT COORDINATOR</b>
LOCATION	<b>PURLEY</b>
HOURS/TEMP/PERM	<b>PERMANENT ROLE/40 HOURS PER WEEK</b>
SALARY	<b>DEPENDENT ON SKILLS/EXPERIENCE</b>

### JOB SUMMARY

A German speaking Project Management Coordinator is required to assist and support the client services team.

The Project Coordinator requires excellent communication skills in both English and German. You will be able to speak German to A-Level standard and will have the ability to administrate and balance a number of projects. You will be assisting the Account Managers/Directors with their projects for clients in both Germany and the USA.

### THE COMPANY

Founded in 1992 with offices in Purley, London the company has over 28 years' experience in producing highly innovative designs for brands and own-label products. Its success is founded on long-term relationships based on integrity, reliability, loyalty and trust and it has grown its employee headcount to over 50 employees.

The company's strong work ethic and family values meant it had grown as an agency organically through client recommendations; today by demonstrating its market leading expertise with global retailers, its client base continues to grow. Its multinational team are incredibly dedicated, and specialise in design, artwork, digital illustration, web development, 3D visuals and consumer strategy.

### JOB RESPONSIBILITIES

- To assist a Senior Account/Project Manager, Client Services Director or Account Director in all duties as and where needed, for clients in Germany and the USA.
- To provide assistance within the Client Services department as required including but not limited to; organizing proofs, packshots, sample shootings, couriers, assisting with quotes, setting up jobs on Traffic (internal system), coordinating Account Managers mailboxes in absences.
- To assist in ensuring projects are completed to the highest standard and to deadline.

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- To communicate with clients professionally, building client relationships to inspire trust and confidence in the Company.
- Maintain excellent standards of spoken and written communication in German and English.
- Under guidance of a senior team member, liaise with the Studio Manager, Design and Artwork departments, giving adequate notice for jobs to be scheduled for production.
- Learn to analyse, understand, question and challenge German client briefings.
- To assist in writing briefings for internal design, photoshoot and digital artwork projects.
- To attend briefs to the design or artwork team on individual projects as required.
- To assist in effectively managing the timing and execution of the internal design and artwork process as required.
- Organise photoshoots, get quotations, book photographers and home economists, organise/source product samples, write photo briefings under guidance etc.
- Proof-read all designs and artworks you are assisting with, whilst learning to ensure brand consistency across the product range.
- Learn to ensure that projects comply with all current client design and artwork guidelines.
- Keep full track of all live projects you are assisting on and be able to give a full account of the status of each project at any given time.
- Work closely with the Account Managers to enable you to manage client expectations and make sure that all deadlines are met.
- Assist with the preparation of invoicing with the Client Services Department as required to ensure all projects are invoiced promptly and within company timelines.

## **JOB SKILLS AND QUALIFICATIONS**

- To have at least one years' strong administration experience.
- To have project experience in the creative/branding industry is advantageous.
- To be at A-Level standard in German (speaking and writing).
- Advanced in Excel and managing spreadsheets is essential.
- You will have experience in other MS Office packages (Outlook/Word).
- You will be able to balance and own your own workload.
- You will be flexible and able to co-ordinate multiple projects in a fast-paced environment.

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## ATTRIBUTES

- Conscientious, reliable, good attendance and timekeeping standards
- Excellent attention to detail and works with precision
- Effective project manager, able to manage workload
- Honest, trustworthy, and able to work unsupervised
- Demonstrates initiative, is creative and contributes ideas
- Pragmatic approach to problem solving without cutting corners
- Friendly, approachable, respectful and a positive team player.
- Flexible, adaptable, calm whilst working under pressure
- Professional with excellent communication skills.
- Proactive, takes ownership of daily tasks with a can-do attitude.
- Must be able to work flexibly to meet the needs of the business.

**Job Description** - the job description is written at a specific time and is subject to change as the demands of the business and role develop. The role requires flexibility and adaptability and the employees of the company need to be aware that they may be asked to perform tasks and be given responsibilities not detailed on this job description.

**Equal Opportunities** - as a company, we adhere to and promote equal employment opportunity for all, regardless of any characteristic as protected by law.

**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. You can view the Privacy Notice at <https://tjarksandtjarks.com/en/job-applicant-privacy-notice/>. Please contact us on [careers@tjarksandtjarks.com](mailto:careers@tjarksandtjarks.com) if you wish us to delete any information you have given us and, subject to our rights and obligations under the GDPR, your information will be deleted upon request.

**Application** - we welcome direct applications either in response to one of our advertised vacancies or on a speculative basis. Please email your CV and covering letter to [careers@tjarksandtjarks.com](mailto:careers@tjarksandtjarks.com). Due to the volume of applicants only successful applicants will be contacted.

No search firms/agencies please.