



JOB DESCRIPTION

Job Title	Project Manager
Department	Projects & Production
Responsible To	Head of Projects

PURPOSE OF POST

The management of Eclipse have a shared commitment that the company will provide a profitable delivery of Production Services combined with outstanding standards of quality within the management of our own resources, the delivery of our services to each other and to our clients.

Within the above commitment you are responsible for the part of our delivery that includes the management of a portfolio of assigned clients and working to develop new business from existing clients and actively seeking new opportunities.

MAIN DUTIES & RESPONSIBILITIES

- Develop strong relationship and rapport with clients, conducting client visits as necessary and appropriate
- Discussing event requirements directly with clients
- Producing accurate quotations and proposal documents
- Managing all aspects of the pre-production process including design and set spec
- Producing all specifications to including liaising with our technical staff to ensure our clients receive the right level of technical input.
- Managing all aspects of the delivery process
- Cost control of project budgets
- Producing and managing all administration documentation relating to a project including Health & Safety documents and floorplans
- Producing documentation for the Accounts Department for invoicing
- Working with the Head of Projects and the rest of the team to develop the department in general and the way we work with our clients
- Communicate regularly with the Director of Sales and Marketing on the progress of monthly/quarterly targets
- Collaborate with the Sales team to develop business opportunities
- Work with existing clients to develop new business
- Liaising internally cross departmentally to ensure the highest level of service is received and all jobs are carried out in accordance with client specific requirements

OTHER RELEVANT INFORMATION

The above schedule details the main responsibilities of a Project Manager. However, it is important to stress that there is much more that a successful Project Manager can and should contribute.



The culture of our Project Team and its relationships with colleagues and clients is at the heart of Eclipse as a successful business. It is critical that this is a culture that the team share and actively promote.

The above is not an exhaustive list of responsibilities and the jobholder will be expected to perform other tasks as required by his/her changing role within the Company and by the business needs of the Company.

PERSON SPECIFICATION

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Department	Projects & Production

EXPERIENCE & BEHAVIOURS

EXPERIENCE

- Proven project and account management experience within the events industry
- Demonstrable experience in delivering client focused solutions based on individual client needs
- Proven ability to manage multiple projects with a keen eye for detail
- Proposal and report writing
- Working within an SME Company
- Microsoft Office Suite including PowerPoint
- Previous experience of working with and managing budgets
- A good standard of education and a professional approach

BEHAVIOURS/COMPETENCIES

- Excellent communication skills with the ability to present and influence credibly and effectively at all levels
- Excellent listening, negotiation and presentation skills
- Positive minded self-starter who is able to use initiative and to 'hit the ground running'
- Strong organisational and time management skills
- A great team player

- Anticipate and react to change
- Effective decision making
- Excellent communication skills, both verbal and written
- Management of Financial Resources
- Understanding and promoting the Eclipse vision in relation to intent and values

If you would like any further information on the role or would like to apply for any of our available positions please email our recruitment team at hello@eclipse.global.