



Senior Project Manager

Job Description

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About Us

DSA create world class live environment experiences.

For 20 years, we've been delivering highly creative, award winning exhibitions and events which generate a great return on investment. We achieve this by connecting people with our clients' brands and enhancing their experience within a live 3D environment.

Position

Reports to: Projects Director

Based at: 17 The Courtyard, Timothy's Bridge Road. Stratford-upon-Avon, Warwickshire, CV37 9NP

The Senior Project Manager will play a key role in the delivery and customer service of DSA's projects and clients, whilst maintaining and increasing the company's profit margin.

This role is to develop close sustainable relationships with both with clients and significant partners under the direction of the Projects Director. The Senior Project Manager will identify and pass through any opportunities within live events, conversing at Director Level and the clients' wider team to develop event strategies for profitable long term business growth.

The Senior Project Manager will have a proven track record in delivering excellence worldwide. A person who is detailed in their approach, demonstrating value and building long lasting relationships are the key to success.

Key Responsibilities

- Assist the Projects Director in the continuous development and improvement of internal project procedures and process in line with company vision for improved efficiency
- Day to day contact for all DSA client projects to include:
 - Creating timeline deadlines to be circulated to team
 - Managing the timeline document to ensure all deadline dates are being met by DSA and client
 - Placing of all site service orders where applicable
 - Placing of project related orders where applicable
 - Completion of all Health and Safety, Risk Assessment and Method Statements are accompanied with all working drawings to be sent to the show organisers
- Ensuring that files are kept up-to-date with all the necessary documentation and information on all occasions
- Negotiate with all suppliers to ensure best price for each project
- To make and maintain regular contact with all DSA clients and suppliers to ensure communication is effected through the correct channels by both telephone and/or email documentation
- Prepare and distribute project meeting notes with the client, supplier and contractor
- To request and co-ordinate 3 separate quotations from preferred suppliers list when creating new and existing business quotations
- Prepare all DSA quotations to clients both existing and new in accordance with the DSA quotation template
- ProWeekly project costing report to be circulated to Projects Director
- Responsible for all worldwide on site installation support with administrative assistance and support provided by the administration team and Designers and where events overlap
- Produce and distribute on site reports after each installation within 1 week of returning to the office with any actions communicated to the Sales or Design team for follow up action
- Attend weekly Team meetings and report activity
- Responsible for co-ordinating the raising of invoices once signed contract/quotation received from client
- Maximum of 3 weeks from the close of the show to authorise and invoice extras to contract
- Continued self-development within the role
- Attending training programmes in accordance with effective performance of the current role
- Regular performance reviews with Projects Director on performance against Sales and DSA company targets

- Manage the monthly P&L and ensure all costs are fully accountable and recoverable
 - Working alongside Company Accountant to ensure positive cash flow and that all debt is controlled below 30 days for new and existing projects
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Key Skills

- Excellent communication both written and verbal
- Commercial awareness
- Project management methodology
- Strong financial acumen
- Strong influencing, selling and negotiation skills
- Present with confidence
- Understand commercial and financial metrics
- Internal and external customer management
- Networking
- Marketing principles is an advantage
- Ability to manage multiple project proposals combined with prospecting – short – medium and long term pipeline
- Consultative approach
- Excellent organisational and planning skills
- Positive people skills – ability to develop, manage and maintain strong relationships with colleagues, suppliers and clients alike
- Knowledge of all Microsoft products

Desired Behavioural Attributes

- Ability to work on own initiative and be part of a complete team.
- Respectful of one' own and fellow team member's workload
- Engage and participate in personal development opportunities that are presented
- Exude a sense of fun whilst showing commitment to produce excellent results
- Self-motivated and enthusiastic
- Maintain a client perspective at all times
- Communicate in a positive and engaging manner
- Show commitment to deliver excellence
- Take ownership for ensuring 100% accuracy across all tasks.

Apply

Send your CV to hello@wearedsa.com