



Junior Digital Project Manager

Based in Richmond, Surrey

Permanent, full time

£20- 25k depending on experience

Panlogic is a digital consultancy based in Richmond, we are a team of ten and our open plan office is a relaxed, friendly but hard working environment. We offer a consultancy and design/build service and our clients include large government organisations, blue chip companies and charities. See more here: www.panlogic.co.uk

We are offering a Junior Digital Project Manager the chance to gain experience in digital delivery, from discovery to build to support and maintenance. We're looking for someone that has a passion for digital. Experience is a bonus, but even if you don't have this we'd be interested in hearing from you as long as you've got the drive to learn about digital and build a career in the industry.

As a Junior Project Manager, you will be heavily involved in a range of digital projects. You'll be expected to be hands on and won't be afraid to learn new things and get your hands dirty. Among other activities you'll liaise with clients, coordinate work, take specifications, work with developers, designers and other project managers to devise digital solutions and build them.

If you're organised, a good communicator and have a keen interest in digital and want to work at an agile, fun, digital agency then please get in touch via jobs@panlogic.co.uk

Essential skills

- Keen interest and understanding of digital
- Good knowledge of MS Word, Excel, PowerPoint
- Clear communicator
- Strong organisational skills

Nice to have skills

- Experience using Content Management Systems
- Project Management Experience
- Digital Agency experience
- Bachelor's degree