

Digital Marketing Project Manager.

The Company

MCM Net Ltd is one of the UK's longest established and most trusted digital agencies. Founded in 1997 we're always a year older than Google!

Our culture is set around the simple principle - A happy team means a happy client and everything we do is centered around making both those aims stay true.

With a focus on Paid Search & Social campaigns together with an emphasis on technical SEO we work for a range of well known brands across a spectrum of sectors including B2B events, Publishing, E-Learning, Charities and Tourism, including a team serving the Icelandic market.

Our team enjoy a wide range of benefits including regular In house and external training courses, remote first working (with shared office choices if preferred), weekly and monthly face to face day meetings and team fun events, Health Insurance and reward benefits from Apple Watch through to subsidised gym membership and half price weekends away, Pension Scheme, fully flexible holiday allowance, a staff wellbeing committee who organise a host of regular activities, the opportunity to help drive the business forward via a series of focus groups and more.....

Job Description

- We are looking for a dynamic individual with a real passion and understanding for all things digital to join our team.
- As a Digital Marketing Project Manager you will work with the client Account Director and a Subject Matter Expert (SME) to plan, liaise with and manage the work flow we deliver for specific clients.
- You will share the common goal of exceeding client expectations and help create highly technical strategies for our clients to create unbeatable ROI across Search and Social.
- You need to be a blend of an Account Manager and a Planner with exceptional technical and organisational skills.

Main Duties and Responsibilities

- Define project team (internally and externally).
- To project manage the resource in the studio to include scheduling and direction of team.
- Ensure client campaigns and projects are delivered within the time required to make them profitable to the highest quality.
- Communicate campaign and project plans and job status to clients at least weekly if not daily (if there are changes for any reason).
- Foresee and solve problems around delivery issues.
- Plan all projects that are delivered through the business, minimising the mistakes or overservicing that could cause delay in service delivery.
- Ensure campaign and project documentation is signed and project stages or jobs are formally signed off.

- Monitor and manage our collective performance weekly.
- Manage under or over servicing of clients.
- Prevent unnecessary scope creep by ensuring that what is delivered is within scope.
- Help us to work with the team to understand how best they can improve the efficiency in the delivery of their services.
- Help support resource planning as demand increases.
- Ensures that invoices correlate accurately, so there is no missed billing invoicing.
- Focus on pushing as much revenue through the P&L and utilisation.
- Project manage internal projects.

Desired/essential skills and experience

- Amazingly personable ... communication is the lifeblood of our business. Your passion must lie in working with people. You must have a natural ability to handle challenging situations and personalities with charm.
- 3 plus years experience minimum working in a similar role, delivering digital marketing campaigns.
- Solid client facing experience.
- Customer focused with the ability to understand customer needs and develop ideas to translate these into engaging online activities.
- Strong planning and organisation skills are essential.
- Strong cross-channel experience (SEO, PPC, Social, Paid Social and Content).
- The ability to work to deadlines, juggling multiple tasks while working across clients, and go the extra mile to get things done.
- Pride in your work ... we treat our clients brands as our own and are meticulous about our approach. You will have real pride in what you deliver and always strive for perfection.
- Excellent written and communication skills, with excellent attention to detail.
- Exceptional organisational skills.
- Proactive and resourceful, eager to learn and think out-of-the-box.
- Be a team player able to build effective relationships.
- Be a resilient and self-motivated individual.

Career Development opportunities

Our objective is for the project manager to become a project director / production director / studio director at around £3M in billings.

Our six-step interview process

It's important to us that we find the right type of candidate and you the right role. As such, we take a longer approach to the interview process to ensure you are applying for the role you really want, working with the company you really want to work for and working with colleagues you will enjoy working with.



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If any of the below concerns you, due to timing please do not not apply.

1. 10 minutes screening interview on Zoom
2. 30 minute skills and culture fit interview
3. A short written planning and skills test with a "Client" presentation to the AD & SME
4. Meet the Team
5. Meet the Founder
6. Offer