

JOB DESCRIPTION

JOB TITLE: Project Manager

COMPANY NAME: FormRoom

REPORTS TO POSITION: Managing Director

Company Details

FormRoom is a global commercial design agency with studios in London & Beijing, focusing predominantly on the retail and hospitality sectors. We create influential experiences for brands, based on a deep understanding of consumer behaviour and an award-winning level of creativity. We create seamless experiences across online and physical spaces.

Working with established brands such as Three, Missguided and Charlotte Tilbury alongside emerging brands such as Facegym and Milk Train, we have created a wide range of multi-sensory interiors, fit-outs and pop-ups, as well as highly prestigious window displays and in-store VM for 40 years.

We have taken our work around the globe, providing research, design, production and installation to Europe, USA, Middle and Far East for brands such as Hyundai, Ted Baker and Anya Hindmarch.

From Insight & Strategy & Brand Identity through to physical experiences, we partner with our Clients to achieve their commercial objectives and turn customers into brand ambassadors.

Job Overview

The job holder will be responsible for managing client projects on a global level, across both retail and hospitality, from inception to sign off of final accounts.

The role is responsible for taking the client's brief and managing the expectations of the client to ensure that the brief is met successfully, that is to say, on time, on budget and to the required standard.

The role will liaise with our design team and manufacturing partners to ensure that the project is delivered and completed successfully, which is to say on time, on budget and to the required standard.

The position will require the post holder to take a supportive role in managing the company's health and safety by both engendering a safe working culture, complying with safe practices of work.

Budgetary Responsibility

This position has budgetary responsibility for the cost of the client's projects.

Activities, Duties and Key Tasks

- Managing projects from initial client brief through production to final implementation and installation, strictly following the guidelines in the latest Project Manager Training Pack.
- Sourcing of materials, manufacturing partners and suppliers required for assigned projects
- Quoting of projects at maximum profitability within clients' budgets
- Briefing design team where relevant, supporting and monitoring work throughout
- Responsible for setting up and adhering to production timelines ensuring all key dates and deadlines are met
- Ensuring that costs are maintained within set budgets throughout project and all relevant PO's are raised at time of order
- Monitoring the progress of projects: consulting with contractors and maintaining quality of production at our Lewes branch and with external suppliers

- Arranging and overseeing delivery and installation of projects on agreed completion dates (on-site where applicable)
- Ensuring effective communication with clients, designers, crew and suppliers
- Updating Project List and Timesheets on Synergist weekly/daily for Weekly Team Meeting
- Finding and securing new manufacturing partnerships to improve profitability and service offering
- Achieve specified monthly and annual profitability targets
- Attending client meetings with view to building and maintaining relationships with new and existing clients
- Updating Marketing dept. after new client meetings and supporting dept. through regular feedback and suggestions. Update Marketing Calendar with key client events.
- Keeping abreast of industry challenges and trends to offer expert solutions to clients' needs

Health, Safety and Maintenance

- Attend and contribute at weekly team meetings and project meetings, following up any actions as a result
- Be responsible for your own health safety and welfare and to ensure the health, safety and welfare of those working on your project
- Ensure your own competency levels by requesting appropriate training

Required Experience:

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| Project Management experience (3-5 years minimum in a similar environment) | Essential |
| Winning new business and retaining clients | Essential |
| Excellent knowledge of commercial design (industry specific) | Essential |
| Excellent knowledge of materials and manufacturing (industry specific) | Essential |
| Site Fit-out experience | Essential |
| Retail/hospitality industry experience – either agency or client side | Essential |
| Capable in Microsoft Office | Essential |
| Understanding of Planning Policies and UK building guidelines | Advantageous |
| Adobe Creative Suite or CAD skills | Advantageous |

Qualifications:

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| A degree/similar qualifications in an appropriate field | Essential |
| RICS Certificate (or similar) | Advantageous |
| Managing Safely Qualification (or similar) | Advantageous |
| First Aid at Work Certificate | Advantageous |

Personal Specification:

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| Excellent interpersonal and client-handling skills | Essential |
| Strong creative and design direction | Essential |
| High level of attention to detail | Essential |
| Strong time management and prioritisation skills | Essential |
| Business/financial awareness and interest | Essential |
| Highly self-motivated and driven | Essential |
| Advanced Presentation skills | Essential |
| Excellent oral and written communication skills | Essential |
| Strong Planning and creative problem-solving skills | Essential |
| Initiative and self-confidence | Essential |
| Ability to contribute to a team effort | Essential |
| Interest in retail/hospitality design industry trends and developments | Essential |
| Language skills (Mandarin/Arabic/Spanish/French/German/Russian) | Advantageous |