

# Job Description

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<b>Job Title:</b>	Project Manager
<b>Reporting to:</b>	Project Manager/Director/Associate Director
<b>Responsible for:</b>	N/A
<b>Scope of role:</b>	To project manage events which meet and exceed our client's expectations, ensuring maximum profit and a safe working environment.

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## Key Responsibilities

- To project manage significant projects and events, to budget and plan events and ensure Metro profits from all activities. Delivering the highest level quality of quotations, documentation and Events to all Metro clients.
- Communicate effectively to the team, ensuring adequate and sufficient pre-production meetings are held.
- Ensure Metro Health and Safety procedures are followed; by developing safety plans, risk assessments, hazard identification and control strategies, by monitoring safety practices in the office, warehouse and on-site, and utilising safety equipment and PPE.
- Project Managers must demonstrate leadership and people management skills by effectively managing teams of Metro employees and freelancers. Where practical use Metro technicians before bringing in Freelance technicians.
- Keep up-to-date with industry developments and latest technology. To bring new ideas and energy to the role; this will support and contribute to the success of the business.
- To issue our Client Questionnaire after each and every project; communicating and dealing with the feedback.
- To answer overflow phone calls in the office.
- To remain up to date technically with the latest techniques and equipment available.
- To own client relationships of allocated customers and ensure that regular contact is maintained.
- To develop clients in terms of future growth potential and develop new clients (where appropriate).
- To communicate effectively to our clients on time and within budget.
- Recommend the most appropriate method of executing clients brief.
- Everyone in Metro has the potential to introduce new clients or to increase the amount of business coming from existing clients. Specific opportunities to do so exist in your role.

## Health and Safety:

- Responsible for own health and safety in accordance with the Health and Safety at Work Act 1974 and relevant EC directives
- Follow Health and Safety procedures at all times. Ensure zero hazardous practices are taking place in checkout, including blocking fire exits. Work within COSHH and manual handling regulations

**Requirements for the role:****Essential:**

- 4+ years experience working with Audio Visual equipment and set design
- Excellent written English and communication skills, including preparing engaging and creative quotations.
- Sound knowledge of Microsoft Office including Word, Excel, PPP, & Outlook
- Sound planning and organisational skills
- Excellent attention to detail
- Creative thinker and solutions driven
- Strong commitment to Health and safety
- Proven track record of business development

**Desirable:**

- Educated to degree level, ideally in Event Management or a Business Discipline or relevant career experience
- Health and Safety / First Aid Qualifications
- Driving license

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I have read and understood this Job Description and I am clear about the detail and expectations regarding my job. If I have any issues relating to this, I will raise them with my Line Manager.

Name:

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Signature:

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Date:

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