

Digital Delivery Manager / Digital Project Manager

1. REPORTING TO

Punch's Agency Management Team, including the business' founder & MD, Executive Creative Director and Senior Account Directors.

2. PURPOSE OF JOB AND PRIMARY OBJECTIVES

Taking a lead on the day-to-day activity for one or more of our global brand clients for social media projects and other digital campaigns, both in the UK and globally, for one or more of our blue-chip clients (see www.punchcomms.com).

We are currently looking for talented, experienced, client-facing Digital Delivery/Project Managers to maintain our continued expansion and work alongside our client leads, strategy team, dedicated studio, content creators, SEO specialists, in-house design, influencer and video teams.

We would love to hear from like-minded, dedicated, hardworking but fun-loving individuals.

3. MAIN DUTIES

- Project management and campaign oversight
- Idea generation for social content
- Content creation for social posts
- Campaign execution and project management
- Influencer relationship management
- Reporting on success of activities and content analysis
- Community management
- Client and external stakeholder liaison

4. OTHER RESPONSIBILITIES (MAY INCLUDE)

- New business development
- Internal communications, mentoring and team leadership
- Liaison with PR, SEO and social media teams

5. SKILLS & EXPERIENCE

Ideally three to five or more years of agency or client-side experience working with major brands, working in a social media role (such as one or more of those listed above), or with a deep understanding of digital/social media.

A hands-on approach and mindset is essential.

6. ABOUT US

The Punch team is ambitious, dynamic, professional, creative, respectful, responsible and energetic.

We are mutually supportive, thrive on change and enjoy an open, transparent and relatively flat team structure.