

## DIGITAL PROJECT MANAGER FOR INTERNATIONAL DESIGN AND COMMUNICATIONS AGENCY

Phoenix Design Aid a/s, Randers

**Are you a bundle of energy as a project manager? Are you passionate about working with digital concept, design and technical solutions? We have an amazing group of clients, international projects, and a wonderful work environment with personal development and career opportunities to offer you.**

At Phoenix Design Aid we work for NGOs and international organizations, e.g. within the EU and UN, and our clients are people with a burning passion for fundamental causes such as helping children in third world countries, fighting disease, and emergency relief at natural disasters. Read more about us at [www.phoenixdesignaid.com](http://www.phoenixdesignaid.com).

### You give life to every project

Your job will be to challenge our clients' digital behavior, and guide projects from start to finish with a steady hand. You will do this in close collaboration with our external partners, i.e. designers and developers, and of course the clients. Your typical responsibilities will include:

- Manage and coordinate projects, including budget management and reporting
- Compose price quotations and tenders
- Obtain offers from external partners and conclude contracts
- Handle ad hoc duties

You are able to keep track of – and practically execute – every project from start to finish, from the initial composition of proposal to execution and follow up. You will work with pure digital assignments, as well as larger integrated graphical projects. Besides your key assignments, you will of course help us spread the word about our ability to deliver digital solutions effectively.

### The world is your work place

With us, you operate in an international environment, and at the same time you have the possibility to manage exciting projects that will make a difference to a lot of people. For the ideal candidate, the possibilities for personal and professional growth are great, as we work in a very dynamic environment with a wide range of contacts. We have plenty of room for ideas at our headquarters in Randers, and you will be given the responsibility to act independently.

### Experienced project manager and sharp communicator – even in English

It is essential that you want to communicate with the best clients in the world – and always from a starting point of curious knowledge about the clients activities and area of operations. We imagine you are flexible, and that you have a substantial knowledge of digital solutions. You are fluent in spoken and written English.

### Qualifications:

- Graduate level focused on digital media or equivalent experience
- A minimum of 2 years' experience as project manager primarily in digital media
- Experience from a larger organization or corporation, or an agency background
- Experience working with organizations or government authorities will be considered a great advantage

### Application and contact

If you have any questions, you are welcome to contact CEO Dennis Lundø Nielsen at (+ 45) 21 41 09 06. Please send us your application via email to [soe@phoenixdesignaid.com](mailto:soe@phoenixdesignaid.com) as soon as possible – write “**Digital project manager**” in the subject line. We interview candidates continually.

We look forward to hearing from you.