

COMMUNICATIONS PROJECT MANAGER FOR INTERNATIONAL COMMUNICATIONS AND DESIGN AGENCY

Phoenix Design Aid, Regional office in Panama City

Do you have a bundle of strategic communications ideas? Are you passionate about seeing the big picture? We have an amazing group of clients, international projects, and a wonderful work environment with personal development and career opportunities to offer you.

About us

Phoenix Design Aid A/S (PDAid) is an international design and communications company with expertise in graphics and communications solutions with years of experience working for the United Nations, the European Union and Non-governmental organizations (NGOs). PDAid serves the global community through an international network of representation offices in Panama City, New York and Nairobi, along with a network of trusted and qualified partners in more than 25 countries. Our clients have a passion for fundamental causes, such as protect children's right, secure highest possible level of health and caring for the environment. Read more about us at www.phoenixdesignaid.com.

You give life to every project

Your job will be to provide strategic planning, development and coordination of communications services to promote global objectives developing project-wide knowledge-sharing systems. You will do this in close collaboration with our project managers, and of course the clients. Your typical responsibilities will include:

- Manage and coordinate communications and digital 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 communication for development 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 communication for development solutions effectively.

The world is your workplace

Location: In our office in Panama City.

Type of Position: Full time.

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 regional office in Panama.

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, a good negotiator and that you have a substantial knowledge of communications products. You are fluent in spoken and written English.

Qualifications:

- Graduate level focused on journalism, communications, public relations, knowledge management or equivalent experience
- A minimum of 2 years' experience as project manager primarily in communications
- Experience from a larger organization or corporation, or an agency background
- Experience working with organizations or government authorities will be considered a great advantage
- Good proficiency in spoken and written Spanish and English (certified).

Application and contact

Please send us your application and CV via email to jerv@phoenixdesignaid.com before Monday 22nd of March 2021 – write "Communications project manager and your name" in the subject line. We interview candidates continually.

We look forward to hearing from you.