

WE ARE **ON** THE LOOK OUT FOR A **PROJECT COORDINATOR**

THIS FULL-TIME ROLE REPRESENTS AN IDEAL OPPORTUNITY FOR THE RIGHT
CANDIDATE TO GROW INTO A MORE SENIOR POSITION

£26,000 + benefits

ON Communication Science & Technology is a specialist media agency that assists corporate clients with both internal and external communications. Our approach combines audience insight, strategic planning and creative ideas with practical no-fuss implementation.

This role requires you to bring your dynamism, commitment and desire to always do better in a creative and strongly business focused environment underpinned by its ISO 9001:2008 certification. As Project Coordinator, you will be involved in the production of films, books and brochures, e-learning, websites and other digital media, often incorporating foreign languages.

The communication solutions we create address areas including environment, health & safety, investor relations, recruitment, skills development, business strategy, knowledge transfer, marketing and corporate responsibility for B2B clients, large and small, mainly in the world of science, technology, energy, resources industry and climate change.

You will assist the Project Director in executing every task in line with our Quality Management System. You will work **behind the scenes** to ensure that every project runs smoothly and you will be the point of contact, next to the Project Director, for freelancers and suppliers, including writers, designers, printers and film editors.

This role necessitates proven and successful experience in a fast moving and demanding working environment. Almost certainly a graduate, you are highly organised, precise and numerate, skilled at multi-tasking and prioritising. A fast learner, you absorb and retain information quickly, you thrive under pressure, working calmly and efficiently. You will need advanced IT skills, 60wpm and, ideally, you will be based within 20 miles of Abingdon.

A strong team player with excellent communication skills and always sticking to the agency core values, you are positive, bright and resourceful, with a joie de vivre that is balanced by a highly professional attitude.

Please apply with a handwritten letter, expressing your reasons for interest, to

MARTINE BENOIT, MANAGING DIRECTOR

ON COMMUNICATION/ON LEARNING SCIENCE & TECHNOLOGY

THE ENERGY MEDIA LAB, 5 EAST ST HELEN STREET, ABINGDON, OXFORD OX14 5EG



www.oncommunication.com

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