

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

£28,000 neg + 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.

Our projects are intellectually stimulating, perfect for someone with your professionalism, authority, tenacity and enthusiasm, keen on cutting-edge and traditional media. You will succeed in the role because your solid project management skills will ensure each project is completed on time, on brief and on budget and in line with our Quality Management System (ISO 9001:2008). You will enjoy your work because you thrive on the challenge of producing content from complex briefs for a sophisticated client-base that needs to make itself heard in a media-saturated world.

A graduate with commercial acumen and comfortable with figures, you will demonstrate relevant and substantial experience of producing communications within a fast-paced agency. Your know-how will cover everything from articulating briefs, proposal writing and budgeting, hands-on production to proof-reading, tracking project team schedules of work and driving the whole project with thorough feedback.

A natural presenter who communicates effectively in person, with innate and well-honed writing skills, you demand high standards from yourself and your colleagues. You will need advanced IT skills, 60wpm and, ideally, you will be based within 20 miles of Abingdon. We also want evidence that you think like an entrepreneur, have stamina and a calm presence in the face of deadlines, and that you can build client relationships, not just manage them.

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

MARTINE BENOIT, MANAGING DIRECTOR

ON COMMUNICATION/ON LEARNING SCIENCE & TECHNOLOGY

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