

Full-time/Part-time Website Project/Account Manager

Date: 03/08/2018

Who we are

Varn is one of Wiltshire's fastest growing digital agencies based in the picturesque town of Bradford on Avon just a few minutes' walk from the train station and we are looking for a Website/Digital Project Manager to manage website projects and client relationships.

We are a search engine marketing specialist agency and develop LAMP-based websites, we have been operating for just over seven years. We are currently looking for an experienced digital/website project/account manager to help us manage the creative and technical delivery of multiple projects at the same time and keeping the project on set timelines, client requirements and budgets.

We're a fun but growing business, so if you have the drive to make a difference to our business and you relish the opportunity to work within a dynamic company with exciting prospects then you will fit in well.

Experience & Skills

You will need to be dependable and a naturally well organised person who is able to work with developers as well as clients. You will also need to be able to create a plan of work and have an understanding of technical development. Knowledge of digital marketing would be an advantage.

Ideal candidates will have at least 2 years' experience of:

- Managing the delivery of multiple websites at the same time
- Working with our in-house development team and overflow freelance staff
- Scheduling the required work
- Project timeline management
- Management of project-level client communications
- Planning and management of tight schedules and budgets
- Account and client management
- Experience of SEO/Digital marketing, E-commerce and WordPress, but not required.

The role would suit people who are self-motivated about the detail of a project and delivering on time.

A bonus would be:

- Agile or Prince 2 qualification
- 2 – 3 years experience in a similar role
- Resource management
- Experience of web development

Who we're looking for

The following list is an attempt to define the key attributes we require in successful candidate.

1. Highly dependable with lots of enthusiasm
2. Organised with a good attention to detail
3. Focussed on providing a great service to customers
4. Flexibility - We're a growing company so sometimes you'll be expected to perform other tasks
5. Adaptable to change - As the business grows further, so will our systems and our staff. Change is inevitable, and we're interested in people who see this as an opportunity, not a threat
6. Self-sufficient - There will be some elements of independent working expected
7. Problem solving – If things go wrong, can you help put them right?
8. Proven track record of delivering websites and digital projects

The Package

Starting salary £22,000 to £27,000 pro rata.

- Holiday twenty days plus statutory bank holidays
- Enrolment into a workplace pension
- A fun working environment including a pool table, pinball machine, various other games and regular team lunches and away days
- Time to develop professionally
- The successful applicant will start on a three-month probationary period

We're looking for someone keen to be a key part of the company and shaping its growth - not just being a small cog in a big machine.

Start date is flexible but September/October 2018 is ideal.



How to Apply

The closing date for applications is Friday 7th September 2018. For more information or to apply please email Tom at careers@varn.co.uk and include a covering letter explaining why you are interested in this role.