

# job description

**Role: Project Coordinator**

**Department: Project Management**

**Location: Hartlebury, Windsor and London**

**Salary: Negotiable**

## Your reason for being here...

Everyone at DRPG has a purpose, and yours is to keep the cogs turning so that our sensational events dazzle our clients and audiences alike. You'll be responsible for heads that turn and jaws that drop...challenge accepted?

## The way you roll...

You're a marvel at working on multiple projects all at once, all while thriving under pressure (during the occasional unsociable hour) and to tight deadlines (so amazing!). With those amazing organisational skills and impressive adaptability, your commitment to achieving excellent results really shines through.

You've got a great understanding of the industry, that trusty 'can do' attitude and an eagle eye that ensures every detail is exactly as it should be. Adding all those into the mix, you'll naturally deliver on our philosophy of 'anything's possible'!

## How you make it all possible...

- Effectively and appropriately communicating at all levels, including internally/ externally/ written and face to face
- Providing a high level of support to the Project Managers and Producers
- Liaising with suppliers and clients
- Operating various client hotlines
- Handling delegate registration process for clients and adhering to all GDPR regulations
- Inputting registrations and assisting with general enquiries
- Providing onsite support
- Raising Purchase Orders
- Preparing kit for offsite jobs
- Sourcing suppliers, providing quotes and options to the Project Manager and/ or Producer
- Completing accurate documentation as required
- Booking accommodation for crew
- Assisting with all reasonable requests from Project Managers/ Department Managers/ Producers and Director

## What's in your toolbox...

- A cracking ability working with MS Office applications (yes, even Excel...)
- Excellent administrative skills, working to tight deadlines
- Envious communication skills
- Fabulous attention to detail and a methodical and logical approach
- Experience of working in a similar environment

## Get to know us...

We're one of the most unexpectedly all-round capable communications agencies that's been on the go for years – ever since our head honcho set up shop in a shed back in 1980, in fact.

Since then, we've made it our mission to make anything possible for our many and varied clients, putting our creative flair into delivering strategic communication campaigns, digital solutions, film and videos, events, exhibitions, and a whole lot more in between. We've grown a lot, but we've kept everything that made us great, back from the very day we first started out. Our global HQ and largest studios are smack bang in the middle of the UK and well worth a visit to see for yourself!

## Hang on, there's more...

The role will be based primarily in Hartlebury, but there will be times when you'll need to work from our other offices and undertake other related commercial duties both in the UK and overseas. Flexibility is key!

We're a friendly team. We really, really welcome anyone who wants to become part of a brilliant company. If you're passionate with a cracking drive to deliver on our 'anything's possible' mindset, we'd love to hear from you!

**DRPG is an equal opportunities employer.**

**Data Security** (not super exciting, but necessary)

At all times you must work within the guidelines set out in the DRPG Information Security Policy and your Employee Confidentiality Agreement. Failure to do so may be treated as gross misconduct.

You must also work within the guidelines set out in DRPG's Health & Safety Policy and Team Handbook.