

FRASER

Fraser is born in Berlin as an independent agency. We unlock classic communication and digital product innovation in companies. We help marketers at any stage of development and across a full range of industries, to transform and grow in this increasingly complex world.

We are the next-gen agency with global-edge to help companies in their transformation through support of data, strategy, creation and technology. A trusted partner in the journey of digital transformation. We believe we can change the way clients think about agencies.

Founded by recognised digital visionaries, today Fraser integrates best-in-class working methods, content and design to create disruptive product strategy and smart distribution.

JOB DESCRIPTION

We are looking for an experienced **PROJECT MANAGER** to manage organisation of key client projects.

With your excellent business skills, experience in management, budgeting and analysis you are getting the best out of the people and projects that you oversee. You thrive when planning projects and working with project teams.

YOUR RESPONSIBILITIES

- . Coordinate internal resources and third parties/vendors for the flawless execution of projects
- . Ensure that all projects are delivered on-time, within scope and within budget
- . Develop project scopes and objectives, involving all relevant stakeholders and ensuring technical feasibility
- . Ensure resource availability and allocation
- . Develop a detailed project plan to track progress
- . Use appropriate verification techniques to manage changes in project scope, schedule and costs
- . Measure project performance using appropriate systems, tools and techniques
- . Report and escalate to management as needed
- . Manage the relationship with the client and all stakeholders
- . Perform risk management to minimise project risks
- . Establish and maintain relationships with third parties/vendors
- . Create and maintain comprehensive project documentation

REQUIREMENTS

- . Great educational background, preferably combining your passion with the knowledge in the fields of digital transformation
 - . Proven working experience as a project administrator in the digital marketing sector
 - . Solid technical background, with understanding or hands-on experience in e-commerce and digital services development and web technologies
 - . Excellent client-facing and internal communication skills
 - . Excellent written and verbal communication skills
- Solid organisational skills including attention to detail and multi-tasking skills
- . Strong working knowledge of Microsoft Office
 - . Trello and Slack addiction is a plus

We open up our trust to clients and to each other because we love what we do. We analyse and unlock new ways of thinking, go out and get it done. With enthusiasm and the spirit of Berlin. Does this sound like you?

Contact us on jobs@fraser.berlin | FRASER GmbH, c/o WeWork | Kemperplatz 1 | 10785 Berlin