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## ABOUT US

TOML is a collective of select designers, directors, animators, strategists and other storytellers, who collaborate to produce authentic visual content and strategy for forward-thinking brands, artists and inspiring organisations.

We are a group of friends and partners, whose complementary portfolios and experiences have been highly awarded in the creative industry worldwide.

Based in Prishtina, London, and Calgary, we work with global clients such as Ashoka, Save the Children, RH45 London, Mönarch, Moltex, Scarlino and many more.

Our vision is to build a well-trusted network of creatives and partners and create an independent work environment where everyone feels rewarded for doing the jobs they love while living wherever they please.

Find out more at:

[www.tomlcollective.com](http://www.tomlcollective.com)

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## WE ARE LOOKING FOR

### **SENIOR PROJECT MANAGER (MARKETING BACKGROUND) [ REMOTE ]**

As a Senior Project Manager you will have full responsibility for the implementation of the projects and up to five clients. Please note that general knowledge of design and animation is preferred.

You will be in charge of managing the project team, making sure everyone is working to the best of their abilities while ensuring that project tasks are delivered on time and within budget.

You will need to be a good communicator and have a proactive approach to decision making and resolving issues by bringing forward relevant solutions.

Average hours estimated for this role: 3 hours per day.

**JOB RESPONSIBILITIES INCLUDE:**

- Managing teams and keeping them informed with relevant material and support
- Ensuring that all objectives / deliverables of each project are met within agreed timeline
- Crating project plans
- Creating and monitoring social media plans and content strategy (annual timeline).
- Closely monitoring project progress against agreed scope of work - this includes:
  - Tracking team workflow
  - Tracking client feedback
  - Monitoring budgets for selected brands
- Supervising the social media team
- Serving as the main point of contact and coordination between the team and client.
- Forecasting risks and budgetary implications and communicating issues.
- Supervising project closure to ensure
  - All required marketing materials are provided to the teams.
  - All project material are carefully archived in our platform
- Help our team with digital advertising and email marketing.

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**MONTHLY SALARY: NEGOTIABLE**