



Project Coordinator

About Slice

We're an ideas agency who believe that experiences make the difference. Specialists in bringing brands and people together through innovative and immersive moments in time. Because we believe brands that surprise and engage their consumers experientially create true advocates that go on to share the message on their behalf

About the team

The project management team at Slice is responsible for driving the overall delivery and management of events. Working closely with the other departments, the team coordinates resources and supervises the project from beginning to end, to ensure flawless delivery.

The project coordinator plays a central support role on a variety of projects, by efficiently and pro-actively managing all aspects of project administration. With a confident approach and positive outlook, they enable the project manager/director and wider project team to deliver outstanding results and exceptional client service at all times.

What do you do, day to day?

- Take responsibility for maintaining the project workflow by updating key project documents and providing administrative support to the entire team
- Set up, organise and supervise regular project meetings
- Manage specific areas of the project as delegated to you by the Project Director / Directors
- Management of, and direct responsibility for, projects up to £20k whilst mentored by, and reporting regularly to, the Project Director / Directors
- Liaise and negotiate with suppliers, venues and other service providers
- Research for projects and pitches
- Complete insurance documents and health and safety docs
- Deputise for project team in the event of absence
- Maintain regular client contact
- Responsible for managing cash / expenses whilst on site
- Post production responsibilities including goods returning from event and project reconciliation

What kind of person are you?

- You are highly organised with exceptional administration skills and flawless attention to detail
- You are willing to seize responsibility
- You are great with people at all levels
- You are unfazed by tight deadlines and conflicting priorities and remain calm and collected under pressure
- You are a confident communicator and presenter
- You are a quick learner, willing to grow and develop
- You are interested in technical and logistical aspects of production
- You have a good working knowledge of MS office particularly Excel and Powerpoint
- You keep up-to-date with event/creative/media industry