

Delivery Manager.

Type:	Location:	Start date:	Rate:	Apply:
Full-time, permanent	South Oxfordshire	ASAP	Competitive salary	careers@itsjuice.com

About the role

The role entails working with the Project and Account teams to ensure Juice resource is suitable to match the volume of work within our studios and to meet commercial objectives. The role will be instrumental in working with the senior management team to achieve this. This role has responsibility for end to end project and commercial management of client projects.

About you

You'll have at least 3-5 years' experience working agency side. You'll have experience working across multiple teams and can manage resources for many projects including – design, web, interactive and video. You'll be able to juggle work allocation and deadlines. You'll be a confident communicator, with really great negotiation and persuasion skills, and also very happy using all our systems to allocate and manage work and track resource needs etc. in an organized and structured way.

You'll need to be professional, assertive and extremely well-organised with the ability to prioritise, delegate and multi-task under pressure. A sense of humour and a sense of perspective would be hugely beneficial too.

In more detail

- Allocate work and manage deadlines across all permanent and freelance resources at Juice (design, development, video)
- Keep up-to-date with daily project progress and resource requirements, and work quickly and effectively to juggle resources when required and fill roles appropriately
- Work within project budgets to ensure that work is resourced in a commercially viable way at all times
- Ensure freelance/contract resource is 100% utilised on billable work where possible
- Produce monthly utilisation reports and analyse any gaps, providing commentary on any unexpected behaviour
- Ensure Juice staff and contractors successfully complete and submit time sheets
- Make recruitment recommendations to the business, based on on-going staffing levels and freelancer use and availability
- Maintain freelance contracts and keep on file to hand
- Liaise with our book-keeper on any new hires/terminations of freelance resource to ensure monthly P&L is accurate
- Play a key role in staff recruitment as required, facilitating initial suitability conversations pre-interview to ensure candidates meet minimum requirements
- Work closely with all department team leads and support the new business team when required
- Work closely with recruiters and negotiate the best rates with them, ensuring the business is aware of who we maintain relationships with, at which rates and exclusivity levels
- Review Juice project management tool functionality to optimise functionality to enable accurate resource booking
- Attend sprint planning & project planning and ensure any resourcing issues as a result are successfully resolved
- Work closely with Client Services Director to assign appropriate project and account teams to new projects within the business, being aware at all times of individual team member capacities

Skills required

- Extensive experience of managing traffic/resources within a production environment
- An excellent communicator at all levels, with strong negotiation and persuasion skills
- A diligent organiser
- Brilliant teamworking
- Excellent accuracy and eye for detail
- Familiarity with JIRA, Agile and Waterfall development methodologies an advantage

The package

- A competitive salary
- Private healthcare
- Private travel insurance for you and your family
- Better than average employers' contributory pension
- Salary sacrifice car scheme
- Cycle to work scheme



About Juice

A creative agency that boosts brands and fuels growth. We're thinkers and makers. Status quo challengers. Opportunity chasers.

We create the good stuff brands need to fuel business growth. Combining creative and strategic imagination to help clients see the best way forward and the tech and production know how to make it happen.

We make anything that moves (web apps, websites, video, animation) and a few things that don't (print, and the occasional board game). And have an impressive client list, including BMW Group, InterContinental Hotel Group, McLaren, Odeon Cinemas, Dunlop, all of whom we love working with. And we are happiest of all when our clients come back to us for more.

We 'generally' live in a beautiful, converted barn with a fabulous coffee machine in the heart of Oxfordshire. We love the team in the office working alongside each other but are open to discussions around remote working given the current Government guidelines.

If we sound like your kind of place, we'd love to hear from you.

JUICE.