

Mynt.

Senior Retail Project Manager Job Spec

Job Role: Senior Retail Project Manager
Company: Mynt
Address: 720, Uppingham Road, Leicester, LE7 9RN, UK
Telephone: +44(0) 1664 423 110
Email: rebecca@mynt.co.uk

Overview of role

Mynt is a diverse, creative agency, working with world renowned brands in the sport, fashion, homeware, automotive & technology sectors. Communicating our clients' brands and products brilliantly in store and at consumer/trade shows is a critical part of our business. We're looking for a Senior Retail & Exhibition Project Manager to lead key projects and ensure our clients have a fantastic agency experience.

Core duties

- Taking briefs from the Client and Mynt new business team
- Briefing in the internal Mynt design teams
- Compile tender packs including written specification of works, working drawings and full materials specification; and manage the tender process
- Cost analysis and present tender report to clients for approval
- Carry out site surveys and create CAD layout drawings
- Direct and oversee completion of 3D projects; managing client expectations
- Assess risks and establish contingency plans
- Lead regular weekly site meetings with contractors and client and agree action plans for problem solving
- Management and successful delivery of all on-site projects
- Responsible for onsite working processes, current Health & Safety requirements and CDM guidelines
- Log and agree any potential project variations with client in advance of execution
- Agree final account with client and contractors
- Liaise with, negotiate with and manage external suppliers/shop fitting contractors
- Report to Projects Director with weekly status updates
- Work closely with our Projects Director to manage and prioritise projects and workload
- Budget management
- Maintain the highest possible standards of delivery, to ensure our projects land brilliantly

Capabilities

- Excellent organisational and time management skills
- Excellent spoken and written communication skills
- Excellent attention to detail
- AutoCAD proficient
- Commercially minded
- Good knowledge of retail and exhibition environments
- Strong team working and collaborative style
- Problem solver
- Willingness to work longer hours where required to meet deadlines
- Willingness to travel overseas

Qualifications

- 5+ years of experience in retail & exhibition project management or relevant fields
- Demonstrated ability to deliver a completed project
- Ability to read, edit and submit accurate working drawings & specification documents to contractors
- Full UK driving license

If you are interested in this position, please send through your CV and Covering Letter to our Projects Director, Rebecca Anstee: rebecca@mynt.co.uk stating your current salary and notice period if applicable.

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