

THE : FUTURE : LABORATORY

JOB DESCRIPTION

Job Title:

Junior project manager

Department:

Project Management, client development

Reporting structure:

Role reports to: Senior project manager

Team members: Senior project manager, project manager, resource manager, client services team, business development team and marketing team

Summary of company:

The Future Laboratory is a strategic foresight consultancy. Since 2001, we have prepared clients for the future by giving them the confidence to take the decisions today that will create transformative growth tomorrow. We have grown into an organisation with international reach, employing more than 65 people, headquartered in Spitalfields, London. The Future Laboratory has foresight at the heart of everything we do. As an organisation we are inspiring, knowledgeable, forthright, charismatic and independent. We believe what we deliver is unique and game-changing, and we are committed to being ethical, responsible and socially minded.

Key responsibilities:

- : Assist in managing the day-to-day aspects of all external client presentations, tracking milestones and deliverables and providing constant and clear communications with internal teams and client.
- : Organise diaries and schedule internal & external meetings
- : Manage travel booking for presenters & internal staff to attend client presentations
- : Manage workflow between presentations team & studio – ensure work is developed in a timely manner and maintains a high quality
- : Build good working relationships with internal teams & presenters and develop a positive rapport with key client personnel on project-related matters.
- : Help facilitate closure reports & reconciliation on time costs and expenses.
- : Assists with project timings & costs for new presentation proposals and ensure the right systems and presenters are updated with client conversations, etc.

Essential skills and experience:

- : Experienced in managing multiple stakeholders, including those at a senior level, so their time corresponds with the presentation deadlines and live execution
- : Excellent interpersonal and communication skills, with the ability to communicate at all levels within the business
- : Highly organised and capable of managing multiple projects.
- : Experience with Keynote, Excel and Synergist a plus.
- : Training in any project management course is a plus
- : Positive, friendly, ambitious, proactive, highly organized, empathetic, calm