

Job description – DIGITAL PROJECT MANAGER Junior

Plan.Net, the digital tech agency of the House of Communication (Serviceplan) is looking for a Junior Project Manager to join his thriving team in Brussels.

Based on the vision, mission and core values of Plan.Net, the Junior Project Manager is **managing and coordinating all the digital projects** to deliver them on time, in the foreseen budget and the requested quality. Look for the ultimate satisfaction of the client with profitable projects and for the development of new projects for these clients.

She/he needs to have **know-how and experience in UX design and web content** to create and drive digital projects with our production and strategic teams.

Main responsibilities:

- Manage digital projects for different clients from A to Z :
 - Take the briefing from the client and challenge it if necessary
 - Make a planning and an estimate and make them validated by the client
 - According to the planning, plan and coordinate all the needed resources (copy, web design, front-end and back-end developer, etc.) to realize the project
 - Follow up of the administrative and budgetary aspects of the digital projects and make sure of the profitability of each project
 - Follow up of ongoing digital projects until delivery
 - Check of the quality at each steps of the process
- Follow the digital evolution and offer it to the client
- Build and develop a strong and positive relationship with the client
- Develop new business with existing clients
- Report daily to the Digital Project Manager
- Provide UX design audit and recommendations
- Provide web content recommendations with focus on social media

Desired Skills and Experience:

- Short experience (1-2 years job, internship) in digital project management.
- Studies and short experience (1 year) in UX design and social content
- Have good knowledge and stay up to date on digital marktech
- Ability to influence and work cross-functionally across multiple internal teams
- Makes convincing presentations, deals with client's questions, and demonstrates confidence in her/his knowledge;
- Eager to learn and to share knowledge, with a passion for digital media;
- Be proactive, have passion for improving client's business;
- Native/Fluent in Dutch, fluent in English, intermediate+ level in French is a plus

Please contact: Damien Nicolas, Chief Digital Officer, cv.benelux@serviceplan.com

Plan.Net:

Plan.Net is the Serviceplan Group's digital communications specialist brand. It is one of the largest digital agencies in Europe and is focused on technology and platform management. More than 1,000 employees at over 25 locations worldwide develop and deliver relevant customer experiences enabling seamless digital customer journeys across all channels.

Our core services contain the levels of local consultancy, project management and production in various digital jobs: UX design, website, apps, landing pages & platforms, marketing automation & CRM, technology services, Total Social, digital campaigns.

Plan.Net is part of the House of Communication which merges the agencies of the Serviceplan group: Serviceplan for creativity, Solutions for production, Mediaplus for paid media and Mediascale for data & BI. Thanks to this integration, Plan.net offers to its client fully integrated solutions and package covering all digital and offline aspects of their communication.

Our main digital clients in Belgium: BMW, Mopets, WW (Weight Watchers), bpost, Federale Verzekering, Shell, De Longhi, Acerta.