

## JOB DESCRIPTION: Creative Project Manager | June 2021

At ROE we work across four quadrants: Corporate Sustainability, Brand Impact, Behaviour change, Marketing and Storytelling

We are looking for a Creative Account Manager/Project Manager to join our team.

To be successful in the role you will need to have the ability to collaborate with our dynamic creative team, work closely and collaboratively with a wider team of strategists, consultants and project managers, and help to build and shape campaigns and programs for our awesome portfolio of clients, including - Pukka, Visy, Optus, Kimberly Clark, Ben & Jerry's, Horticulture Innovation Australia and many many more.

Ideally, you are passionate about teamwork; you have a positive attitude and are keen to work on a variety of jobs that all play in the sustainability space.

### KEY RESPONSIBILITIES

- Successful kick-off, planning, execution, and closure of all projects
- Facilitate communication between all departments (Projects, Creative, Strategy, Production, and Leadership)
- Conduct meetings to review status of all on-going projects
- Develop project plans, schedules, and/or calendars to track project milestones
- Oversee the status of creative assets during all stages of production
- Maintain project budgets
- Assist strategists with research and the development of creative ideas and executions
- Set and define new processes as needed

### REQUIREMENTS

- 3+ years of project management experience, preferably in an integrated capacity
- Experience implementing social media, digital & integrated marketing campaigns
- Deep knowledge and understanding of the planning, creative and production processes, with strong attention to detail
- Able to work flawlessly under pressure
- Unparalleled commitment to excellence — working nonstandard hours when necessary, travel as required, anticipating issues and communicating with diplomacy, identifying emerging platforms and trends to drive innovation
- Proficiency with Microsoft Office and familiarity with Adobe Creative Suite applications on Mac

## KEY ATTRIBUTES

- Motivated, friendly, hardworking and creative, with high attention to detail.
- Strong organisational and communication skills.
- Passionate about sustainability and social impact.
- Love working with a team, but also thrive tackling a project on your own.
- Ability to work well under pressure in a deadline-driven environment.
- Enthusiastic attitude and strong desire for shared success.

Republic of Everyone are Australia's leading sustainability, purpose and behaviour change specialists. We believe that the world is changing and that in many ways, it needs to. Companies, brands and people who choose to lead this change will be best placed to be best off in a better world. In short - we believe that doing good is good for business. When we say Republic of Everyone, we really do mean everyone. Everyone is welcome at Republic, but more than that, we celebrate you being you and believe deeply in fostering a safe, inclusive, creative and innovative workplace. We will ensure that you are set up to succeed, and that you can achieve work/life balance as well as have a rewarding career, all while working amongst a fun and dynamic team.

For more information, please get in touch with Lucy Curtin, General Manager, Republic of Everyone. Email: [lucycurtin@republicofeveryone.com](mailto:lucycurtin@republicofeveryone.com)