



## Production Plus

Production Plus is a well-established Production Company with a 35-year track record of delivering high-end technical production. We are based in Hertfordshire and supply our clients technical production needs all over the UK (mainly London), Europe, USA and EMEA.

Our portfolio of clients is growing and developing at a great pace, we have several positions available at various levels within the business.

This is a permanent role for a Project Manager, based at our Head Office in Letchworth Hertfordshire.

### **The role**

The Project Manager is responsible for taking internal briefs and managing given projects through quote/proposal and delivery.

An existing client base is not required; however, it would be considered an advantage.

### **Job responsibilities will include:**

- Working with existing account managers and responding to client briefs
- : Managing the event from brief to delivery
- : Attend site and client meetings
- : Producing proposals and quotes
- : Working with clients to ensure delivery of successful events
- : Liaising with logistics and all technical depts. to deliver the event
- : Managing the onsite delivery of the event
- : Build relationship with clients
- : Become an integral member of the Production Plus team
- : Have a willing and helpful approach to work

### **Candidate requirements**

- Must have experience and hands on knowledge of the production industry
- Must be computer literate in Microsoft office suite and PC competent.
- Full UK driving licence
- Fluent in both written and spoken English
- Eligible to work in the UK
- Passport

