



# WE NEED YOU

## WE'RE LOOKING FOR

## JUNIOR EXPERIENTIAL PROJECT MANAGER

### LOCATION:

Samsung HQ, Chertsey

### WORKING HOURS:

Monday to Friday, 37.5 hours per week

### SALARY:

£31,500 per annum

### OTHER BENEFITS:

10% Bonus, Life Assurance, PerkBox Discounts, Aviva Pension, Samsung Discounts, ETHIC Values - Employee of the month: a chance to win a £500 lifestyle voucher!

### CONTACT TYPE:

Permanent

### REPORTING IN TO:

Retail Experiential Project Manager

**SAMSUNG  
JUNIOR  
EXPERIENTIAL  
PROJECT  
MANAGER**

## WE'RE LOOKING FOR A JUNIOR EXPERIENTIAL PROJECT MANAGER

The Junior Experiential Project Manager will assist in the planning, execution, and management of a variety of projects designed to engage and captivate audiences. This role requires a blend of creativity and strong organisational skills, with a focus on adhering to brand guidelines while creating innovative and impactful event experiences. You will also handle event administration tasks, ensuring that all logistical and operational details are managed efficiently.

We are looking for flexible individuals with a 'can do' attitude to thrive in this dynamic and rewarding business. Reporting directly to the Retail Experiential Project Manager, you will play a crucial role in delivering seamless events, fostering effective relationships with internal teams, external vendors, and integrating fresh ideas while upholding brand standards. This is a challenging and exciting role with excellent opportunities for progression.

## TO MAKE A REAL DIFFERENCE IN THESE AREAS

### PROJECT MANAGEMENT

- Assist in creating and executing project plans, managing timelines, budgets, and logistics.
- Coordinate with vendors and stakeholders to ensure smooth project execution.
- Help prepare proposals and schedules.
- Monitor project lifecycles and support with project cases, including ROI analysis.
- Summarise project progress and keep Senior Leadership informed.
- Ensure control over project changes to avoid conflicts and manage recommendations on spend and timing.
- Address project risks and support multiple complex activities simultaneously.
- Support setup, execution, and teardown, addressing last-minute issues as they arise.
- Contribute to the closure phase of projects, including documenting lessons learned and evaluating KPIs.

### STAKEHOLDER COMMUNICATION

- Liaise with stakeholders to understand project needs and support requirements.
- Build effective relationships across departments and manage stakeholder expectations.
- Meet with external suppliers when needed and integrate project outputs into business-as-usual processes.
- Develop an understanding of business processes and terminology to support project activities.
- Contribute to creative discussions and collaborate with the team to develop innovative experiences while adhering to brand guidelines.

### BUDGETING AND REPORTING

- Support project documentation, progress monitoring, and administrative tasks.
- Report on benefits realisation and project initiatives.

SAMSUNG  
JUNIOR  
EXPERIENTIAL  
PROJECT  
MANAGER

## OUR IDEAL PERSON & THE ESSENTIALS WE'RE AFTER

- You have experience supporting and coordinating events or projects, ensuring all aspects are managed effectively.
- You thrive in fast-paced environments and can work efficiently under tight deadlines.
- You excel at planning and prioritising your tasks to manage your time effectively.
- You take a hands-on, proactive approach to managing projects, anticipating needs and challenges.
- You are skilled at identifying potential issues before they arise and can develop contingency plans to address them.
- You are adept at building and maintaining strong working relationships with internal teams and external vendors, ensuring smooth collaboration.
- You are proficient in using PowerPoint to create engaging presentations for various stakeholders.
- You adhere to company and client policies, procedures, and compliance standards, ensuring all requirements are met.
- You possess strong IT skills, particularly in Excel and PowerPoint, with the ability to analyse data and create insightful reports.
- You are flexible and adaptable, able to adjust to changing circumstances and project needs.
- You are enthusiastic and passionate about the retail industry, bringing energy and commitment to your role.
- You operate with a high degree of integrity and accountability, ensuring transparency and responsibility in all your tasks.
- You bring creativity to the table, thinking outside the box to develop innovative ideas and initiatives for events.

**Our ETHIC values are at the core of everything we do, the way we think, the approach we take. These five values are qualities we look for in every single member of the Blue Square team.**

