

Job: Digital/Web Project Manager

Location: Llanelli / Caernarfon / At home

Salary: To be discuss based on experience



We are looking for a digital/web project manager to join our growing team in one of Wales' most exciting and diverse digital agencies.

The project manager will be responsible for the day-to-day management and smooth operation of various digital projects, including websites, apps, and content centric web solutions. You will be working predominantly with designers, developers, and QA to progress projects from conception through to final deployment, ensuring client expectations are met. Depending on the project, you will be required to work with in-house content and video specialists and therefore an appreciation of content is important for this role. Most projects are bilingual or multilingual and range in scale from local, regional, national, and international audiences.

This is a hands-on role which requires a good level of technical knowledge and team management, as well as being able to manage expectations, communicate and negotiate with clients, report back and escalate key items to the business, and get your hands dirty on projects as required.

Main duties and responsibilities

- Solution design and planning
- Technical brief production
- Budget and schedule management
- Testing & quality assurance (QA)
- Project management and progress reporting
- Manage, monitor, and motivate the project team
- Plan and deliver on project timelines, milestones, and budgets
- Run projects using an Agile methodology when required
- Represent the ethos of our company with new and existing clients, ensuring that all projects deliver the maximum impact for our clients within the scope of their budget

Skills required

- A meticulous eye for detail and a passion for problem-solving
- Prioritisation and organisational skills
- Excellent communication and a collaborative mindset
- Good knowledge of web technology, UX, design and marketing best practices
- Experience with both Waterfall and Agile project management methodologies as well as hybrid implementations
- Experience writing scoping documents including user stories, development, analytics, and QA testing requirements

Desirable experience

- Working in an agency environment (multitude of projects and clients)
- Managing website projects, ideally using Umbraco
- Using JIRA or similar tools for managing user stories
- Working with both private and public sector clients

Email jobs@tinint.com with your CV to apply, or if you want further information.