



Resourcing and Traffic Manager

Resourcing and Traffic Manager, Leicester

Who are you?

Working as a Resourcing & Traffic Manager you must have a passion for web and digital technologies. You will have a creative flair, relish working in a fast-paced environment and be able to manage multiple project deliverables. You will have solid people management and communication skills and have strong resourcing skills. You will possess great organisational competencies and be able to manage the creative process from start to finish. Impressive copy writing skills is a plus.

Within a fast-paced working environment, it's essential you are super organised. As a central role you will be working with the studio teams across project management, UX, web development and test, You be overseeing and managing the studio schedule - from project brief, allocation of tasks to relevant team members, overseeing estimates, managing timelines through to deployment and support. Ensuring deadlines are met both on a daily and project level.

You're a natural problem solver and can always come up with a solution to enhance project workflow. Sourcing and booking freelancers when additional resource is required. Naturally confident and enthusiastic you'll be able to solve those tricky workflow issues, whilst remaining positive with a smile on your face. As a lynchpin between all departments, you will help to ensure work is delivered on time and in budget.

What you will be responsible for?

Responsibilities will vary according to the organisation but may include a combination of:

- Leading and coordinating campaigns from initial stages through to delivery
- Ensuring the stages of the project are met according to client and creative brief, budget, resource and deadline deliverables
- Monitoring current traffic processes and inputting ideas on how to improve current practices where required
- Analysing campaigns to report on visitor data and user experience
- Managing campaign resources and updating key stakeholders on requirements and supply
- Working across multiple projects and ensuring all parties are informed of progress and problems
- Building effective relationships with key departments and clients
- Multi-tasking projects with priority in mind and how that impacts. Having a strategic overview of workload.

What you will bring?

- Proven project and account management experience
- Resourcing experience with high volume traffic projects - scheduling up to 30 projects at a time
- Adept at briefing digital teams and reporting into clients
- Skilled at working under pressure
- 4 years + project management experience in a studio environment
- Great communication skills
- Super organisational and time management skills

Why work for Spacecraft?

- Holidays - 25 days per year (not including bank holidays)
- Flexible - Flexible working hours to accommodate commuting
- Massive opportunity to learn and grow.
- Private healthcare cover with AXA PPP
- Pension
- MacBook Pro and all Apple hardware
- Outstanding and cool office environment with onsite parking
- Opportunity to attend conferences
- Yearly training and self development budget
- Unlimited fresh ground coffee!

