

Bow, East London · Fixed Project Coordinator

The Robin Collective is a creative studio specialising in strategic PR/brand activations, product design and development primarily in the food & beverage sector.

We partner with some of the world's most iconic brands such as Disney, Pepsi, Pinterest, KFC, Google and Diageo, to bring the most fun ideas to life: hot air balloon cakes, fully edible take-away (including the packaging) and even Beyonce made of cheese!

Every project varies but the job generally entails:

- Providing essential research and creative ideation alongside our small team
- Preparing materials and producing project pitches, timelines and budgets
- Collaborating with our chefs for R&D, buying and planning in the kitchen
- Coordinate project management activities, resources, equipment and information
- Break projects into doable actions and set timeframes
- Liaise with clients to identify and define requirements, scope and objectives
- Assign tasks to teams and assist with schedule management
- Make sure that clients' needs are met as projects evolve
- Analyse risks and opportunities
- Oversee project procurement management
- Monitor project progress and handle any issues that arise
- Act as the point of contact and communicate project status to all participants
- Use tools to monitor working hours, plans and expenditures
- Create and maintain comprehensive project documentation, plans and reports
- Ensure standards and requirements are continually met
- Ensuring all areas of the business premises are kept clean, tidy and organised

Ultimately, the Project Coordinator's duties are to ensure that all projects are completed on time, within budget and meet high quality standards.

About you...

We are looking for a responsible candidate that is naturally organised and committed to creativity. You will also be a great problem solver; working with a small team on unique (and often bizarre) briefs.

Your work style will be organised, and you must be able to work to tight deadlines.

You will have excellent administration skills and knowledge of Microsoft Office programs. Of course you will have proven yourself previously as a Project Coordinator in some form previously. Some travel may be involved as we work on nationwide and global activations.

How to apply...

If you are interested in applying for this position, please email workit@therobincollective.co.uk with 'Project Coordinator' in the subject heading.

Please include your current CV and list any projects you have been a part of. We are also interested in your interests and passion projects.

No agencies please.

Due to the volume of interest, we're only able to contact those selected for an interview.

