



Lima Bean is looking for a driven and passionate Digital Project Manager. The candidate must possess a strong understanding of the online space, be both technically and creatively minded and willing to learn and grow their skills. The candidate must be extremely organised with a high level of attention to detail, communicate well, strive for quality and excellence and have at least two years' experience working as a Digital Project Manager in a digital agency or software development company.

JOB SPECIFICATION

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|-----------------------|---|
| Position Title | Digital Project Manager |
| Location | Cape Town |
| Job Type | Permanent |
| Start Date | ASAP |
| Salary | Neg. depending on skills and experience |

PURPOSE

The purpose of the job is to manage digital accounts and projects within a team environment. Tasks will include assisting in managing project deliverables, proactively engaging with clients, managing developers, designers and being responsible for the quality of work produced by the team.

The candidate will report directly to and work closely with Lima Bean's COO.

WE'VE GOT:

- An extremely smart and skilled team of professionals
- World class coffee
- Drinks for after work on Fridays

WE DON'T:

- Manage people with the "whip"
- Run out of coffee
- Judge you if you need to stay at home for a day because your geyser burst and the plumber hasn't arrived and isn't returning your calls
- Have a dress code

IMMEDIATE ROLES AND RESPONSIBILITIES

- Managing accounts
- Managing projects
- Managing quality of deliverables
- Managing deadlines

- Managing developers/designers
- Reporting on project statuses

PERSONAL ATTRIBUTES

- High level of attention to detail
- Passion for quality
- Excellent organisational and time management skills
- Excellent verbal and written communications skills
- Creative understanding and the ability to judge web usability and creative work
- Self-motivated
- Proactive
- Display leadership traits

MINIMUM SKILLS, QUALIFICATIONS AND EXPERIENCE

Essential

- Minimum 2 years' experience working as a Digital Project Manager in a digital agency or software development company.
- Relevant diploma or degree
- A passion to learn and grow your technical skills

Preferable

- An understanding of digital user experience principles
- An understanding of SEO
- A good creative eye
- An understanding of HTML/CSS

To apply for this position please email your CV to careers@limabean.co.za.