

Traffic Manager – Marketing Operations Agency

CRMT is a Marketing Operations Consultancy – a hybrid agency combining best-practice consulting, system integration and digital campaign services that's metric-driven, process-minded and very tech-savvy. We sit plumb between marketing, sales and IT and work with business leaders to maximise the investments they've already made in people and technology to drive marketing effectiveness and efficiency.

Your responsibilities will include:

- Managing and planning the daily/weekly/monthly workload across the Digital, Data and Technical Teams
- Regular liaison with the Client Services Team to establish resources required, priorities
- Monitoring of progress on tasks, alerting Client Services Team of conflicts, overruns
- Ensuring team members are clear on tasks due and their priorities, keeping them informed on schedule changes
- Monthly resource planning and consultation with members of Senior Management Team
- Weekly scheduling meetings with Client Services Team and team leads
- Managing freelance staff when required
- Ensuring our briefing and QA processes are followed at all times

In order to be considered for this role you must have the following skills:

- Resourcing, scheduling experience or ability to demonstrate other relevant experience
- Excellent organisational skills
- Ability to manage and prioritise workloads whilst also adapting quickly and intelligently to changing demands
- Ability to multi-task
- Have clear communication skills and ability to communicate with people at all levels of the business up to Senior Management
- Have a keen attention to detail
- Excellent people management
- Be methodical and logical
- Ability to keep calm under pressure
- Problem solving
- Be a strong team player, with an enthusiastic/proactive/flexible approach to getting jobs done

Other skills/qualities which would be an advantage are:

- Previous agency experience
- Experience of scheduling tools such as Projector or similar
- Experience of online collaboration tools such as Basecamp or similar
- Degree educated or equivalent experience
- Any exposure to Marketing Automation tools

Remuneration: Competitive salary and benefits commensurate to experience

If you are interested in this vacancy, please send your cv to hr@crmtechnologies.com. Please make it clear which vacancy you wish to apply for and let us know why you think you would be suitable.