



# PROJECT MANAGER - LONDON.

We're looking for an experienced Event Project Manager to join our London team. You'll work closely with key clients across a wide range of projects, with a particular focus on reward and recognition events. You should bring strong operational experience, especially in managing large-scale events both in the UK and internationally. Ideally, you'll have worked in a busy agency environment, confidently managing multiple clients and projects simultaneously.

## Key Responsibilities:

- **Project Management** – Work independently or alongside a Senior Project Manager, Account Director, or Client Services Director to deliver outstanding client projects. You'll take ownership of project delivery, including client communication, timelines, deliverables, and budget management.
- Brief and manage internal departments, including our creative, film, venue sourcing, and digital teams, to ensure all elements of the project are executed to brief.
- Manage key areas such as supplier liaison, DMCs, content creation, technical briefings, logistics, and delegate management - ensuring all documentation complies with ISO 9001 standards.
- Involvement in creative meetings, facilitating and organising for own projects
- **Onsite management** – Confidently lead or support onsite delivery depending on the project size. This includes being the main point of contact for suppliers and DMCs, managing delegate logistics, and ensuring the smooth running of live events in both domestic and international settings.
- **Financial Management** – Work closely with the client account team to manage full project budgets or elements of larger projects. Ensure financial accuracy, meet agreed margin targets, manage cash flow, and handle invoicing and reconciliation.
- **ISO 9001** – Ensuring all processes and procedures are adhered to and paperwork completed to the standard. Assisting with training new starters as necessary.
- **New Business** – Assisting account team with proposals and pitches as necessary.
- **CRM** – Responsible for keeping CRM up to date with supplier contacts, supplier grading and updating notes etc.
- **Health & Safety** – Ensure that all projects have adequate Health and Safety cover. All Risk Assessments and Method Statements to be completed and working with our Health and Safety team to ensure international working practices are to an acceptable level.
- **Supplier Management** – Taking ownership of supplier relationships and ensure the best service and price is provided.
- **Company Culture** – Demonstrate the Top Banana values and live and breathe the brand behaviours. Encouraging others to get involved and feel part of the team to help maintain and uphold the Top Banana culture. Take an active part in team meetings and activities. Having a voice and sharing ideas.

**Skills:**

- Organisational skills and attention to detail
- Good stress management
- Autonomous – taking ownership and responsibility
- Flexible – ability to adapt in the moment
- Creative and dynamic – think outside the box, challenge the norm
- Ability to work in a team
- Ability to see projects through
- Computer literate

**Requirements:**

- Extensive event production experience ideally in an agency environment
- Experience of incentive travel programmes
- Experience of video production and graphics would be useful but not essential
- Travel – you should be comfortable with significant amounts of travel including international travel
- Must have a full UK driving licence and own car