



**Role:** Project Manager (Entertainment Station)

**Employment Type:** Full-time

**Location:** London

### **About TLNT:**

TLNT is the ultimate co-creation platform, helping our partners to harness the power of creators in all corners of the world.

With over 1M creators, 2.5M social followers, 4M members and a client list including major brands, media owners and agencies, this is a truly unique opportunity to join a pioneering global company at an exciting scale-up stage.

Our Website: [www.tlnt.holdings](http://www.tlnt.holdings)

### **The Role:**

We are looking for an experienced Project Manager to oversee the deliver of the Elloworks brand as well as the ability to manage a diverse range of projects

While our environment is collaborative and supportive, we thrive on candidates that are proactive, take accountability and really own their work, plus the ability to hit the ground running is a very desirable trait.

### **Responsibilities:**

- Managing the full project life cycle (including creative conception)
- Generate and deliver reports that provide helpful insight into project details
- Demonstrate strong written and verbal skills, providing presentation support to your line manager or other staff where necessary
- Proactively communicate with stakeholders to ensure all parties are engaged with, so reviews and signoffs are properly managed
- Manages third party vendors contributing to the projects



- Contribute to business development efforts through project scoping, estimating and planning, and attending sales calls when required
- Must have experience in launching a website
- At least 3 years experience or one major project delivered
- Experienced with the following software packages:
  - Gsuite- Docs, Slides, Sheets etc
  - Whimsical
  - Lucid
  - Asana

### **We'd love to hear from you if you have...**

- Highly proactive - you will need to own the projects you're managing and need to make sure that both our client and our internal teams are all well informed about their responsibilities, deadlines and deliverables
- Previous Project Management experience working with fast-moving and evolving tech-based companies
- The ability to use own initiative and make decisions under pressure
- Proven success in developing and executing strategies and campaign plans
- A bonus would be that you have passion for all things creative

### **Incentives:**

- Competitive salary
- Includes great benefits; allow for future participation in an employee share option scheme being established

### **Next Steps:**

- Submit your CV and cover letter to [careers@talenthouse.com](mailto:careers@talenthouse.com)

Please note that due to a high number of applications, if you do not hear back from us within two weeks your application has not been successful