

## **Job Description: Project Executive**

**Reporting to:** Project Manager

**Department:** Learning Communications

**Location:** London

### **Who we are**

Havas People is part of Havas Group, one of the world's largest advertising and communication networks. We are specialists in building connections between brands and talent through brilliant communications.

We help organisations to attract and recruit the best talent, then we help those organisations to achieve the best performance through those people. ([www.havaspeople.com](http://www.havaspeople.com))

### **The team**

The Learning Communications team works with Global Clients to develop and deliver localised training material and internal communications in a variety of different formats. As a Project Executive, you will be integral to delivery of these materials across a number of different markets.

We consider our team to be unique as all members of the Learning Communications team have a 'hybrid' role, being fully responsible for project management, Client services and end-to-end delivery.

### **A day in the life**

Our Project Executives act as a vital link between the team and our Clients based in various countries, as a result a typical 'day in the life' includes communication on multiple projects with different stakeholders across the globe, delivery of various training materials according to market's specific requirements, supporting the wider team in project related tasks such as proof reading and testing.

### **Your responsibilities**

- Understanding and delivering market specific requirements for multiple projects
- Working with internal resource, such as Studio/Digital to ensure delivery of project elements
- Supporting the wider team on project work

### **Your accountability**

- Assessment of project requirements
- Workload planning and prioritisation
- Quality assurance including user acceptance testing
- Progress reporting
- Briefing studio and booking resources as appropriate
- Liaising with the wider team on all issues/opportunities relating to the clients
- Ensuring all project work is completed to deadline and to a high standard

## Your main internal connections

- HKX Building Services
- HKX Catering
- HKX Reception
- Creative & Studio

## Your experience

You will typically have work experience in an office environment.

Experience of training/learning communications and/or internal communications would be advantageous as well as an interest in the automotive industry.

## Your qualification/knowledge requirements

Bachelor's degree in any subject, or equivalent

## Your skills

- The written word, with a natural ability to explain complex subject matter in a simple way and excellent attention to detail
- Microsoft Office, with an emphasis on Excel skills
- Customer service and problem solving
- Presenting confidently to internal and external teams
- Project management and organisation
- Strategic thinking with curiosity to spot opportunities and provide the best advice to Clients

## Our working culture

We expect all our employees to role model behaviours linked with our core values:

- **We roll-up our sleeves:** We know that if you're prepared to work hard, you can put your name to something great. If we say that we're going to do something, you can be sure that we'll do it.
- **We work together:** We respect each other, we enjoy sharing ideas, and we know we can rely on one another. Which means we can achieve more as a team.
- **We ask, "What if?":** We're curious about the world around us, and know that if we never stop questioning, we will never stop discovering more.
- **We find a way:** The most exciting opportunities can initially seem impossible. By staying flexible and keeping open minds, we can always find a way.

*Havas People aims to ensure that no potential or current employee is treated less favourably because of their age, religion or belief, race, disability, sex, sexual orientation, gender reassignment, marital/civil partnership status or because of pregnancy or maternity leave.*