

Job Description: Project Executive

Reporting to: Senior Project Manager

Department: Learning Communications

Location: London

Who we are

Havas People is part of the Havas Group (one of the world's largest communication groups). As the home of 'Meaningful Brands,' our Group purpose is to make a meaningful difference to the brands, the businesses and the lives of the people we work with.

At Havas People, our focus is specifically on creating meaningful brands for the changing world of work and study. This means developing creative communications, for instance, for universities who need to attract students, or for companies who need to attract new employees and engage existing ones.

In order to achieve this we are a bustling agency of passionate individuals who all bring their own expertise and work together across varying teams and disciplines. This means working alongside Client Service, Strategy, Creative, Media, Social, and Digital teams to deliver the best results for our clients.

This is a fantastic opportunity for you to join a global, award-winning agency in a pivotal role.

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 and amending them according to market's specific requirements, supporting the wider team in project related tasks such as proof reading and testing.

Your responsibilities

- Supporting the team on sold Client work
- Understanding market specific requirements for multiple projects in multiple formats and delivering the requested amends in multiple languages
- Working with internal resource, such as Studio Team/Developer to ensure delivery of project elements
- Supporting the wider team on project work

Your accountability

- Communication with market contacts across Europe, receiving their amends and implementing those changes on developed materials in various formats (eLearning, PDF, PPT, etc) and various languages
- Proofreading for any inconsistencies and checking the correctness of all amends that were requested and implemented
- 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

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.

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- Ensuring all project work is completed to deadline and to a high standard

Your main internal connections

- HKX Building Services
- HKX Reception
- HKX Catering
- 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

Our values are a driving force behind our culture – guiding our behaviours and decision making, and inspiring us as we look to the future. We expect our employees to live our values every day:

- **Be Brave:** The comfort zone gets boring. So, look forward. Relish challenges. Let your passion, determination, and curiosity loose, and never stop pushing boundaries.
- **Champion Inclusion:** Your voice matters. Use it. Play your part to build a culture where every person belongs, and we all feel valued. We know we can always improve. It takes empathy, an open mind, and the willingness to act.
- **Make It Collaborative:** We are fortunate to work in a community of talent. Make the most of the diverse experience and expertise of those around you by learning, sharing, and contributing to collective thinking that helps us take a leap forward.
- **Take Pride:** Never settle. With your work, and with your own career, aim for nothing less than excellence. Let that drive inspire you to go the extra mile, and feel the excitement when you surprise even yourself.

And one final thing. We are an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.