



**MAGIC BUS**  
event wizards

We are a Sports Marketing and Events Agency, cooperating with some of the coolest and biggest brands in Greece. We are currently seeking to recruit a high caliber

## **PROJECT MANAGER**

to join our Marketing Wizards Team.

- Manage multiple sport projects (events & brand activations) concurrently through the entire development from initial conception through implementation.
- Collaborate with clients, partners and providers to identify requirements and update them on project status.
- Own the project vision and communicate to all parties involved.
- Resolve project design or resource issues before they cause schedule delays.
- Ensure projects are implemented according to requirements, on budget and launched on a timely basis.
- Maintain a high level of quality and consistency on all project aspects.
- Coordinate and participate in investigative efforts for data mining, business analysis, and QA purposes.

### **Job Requirements:**

- 3 to 5 years experience in project management (ideally in a client service department of an advertising and/or production agency).
- Experience with different project development.
- Strong understanding of Social Media value and usage.
- Basic Knowledge/Experience of Social Media management and/or digital campaigns
- Ability to plan work, organize time, and maintain workflow.
- Excellent communication skills (verbally and in written), organizational skills, attention to detail, and follow-through.
- Ability to interact professionally with all levels of staff from entry level employees to C-level executives.

Please send your CV at [info@themagicbus.gr](mailto:info@themagicbus.gr)