

## IT Interactive Operations Project Manager

<b>Location(s)</b>	Budapest
<b>Job type</b>	Contractor – full time – 6 month renewable contract
<b>Travel Required</b>	Occasionally (less than 10% of time) to European Capitals
<b>Relocation provided</b>	No
<b>Posted</b>	1st March 2011
<b>Target Start</b>	1st April 2011

### Job Summary

The IT Interactive Operations Project Manager provides day-to-day guidance and technical support to Digital Marketing Managers and their interactive marketing agencies in Europe in the area of the company's central hosting environment and technical & security standards.

### Key Duties / Responsibilities

- Build constructive relationships with :
  - Digital Marketing Managers in the 4 European Business Units
  - Creative and interactive agencies working for any of our brands in Europe
  - Global Interactive Marketing and Global IT teams in our headquarters
- Train Digital Marketing Managers and their agencies in effective use of standard interactive, hosting, tools and processes
- Identify opportunities for platform, tool or process improvement.
- Ensure European interactive initiatives are compliant with internal technical standards and security policies.
  - Schedule security policy training & assessments
  - Track defects and remediation status
  - Ensure only compliant sites are published
- Actively contribute to the success of our brands in Europe by offering value added support to our digital teams and their agencies
- Maintain European repository of interactive initiatives and agencies
- Proactively manage a small number of specific Interactive projects.

### Key contacts for role

*Internal:* Digital Marketing Managers, Digital Activation Managers, Global Interactive Marketing, Global Web Technology, Global Information Security & Regulatory Compliance, IT Engagement Managers

*External:* Interactive Marketing Creative and Technical agencies across Europe.

### Required Education

Bachelor Degree or higher.

## Required Experience

Minimum 5 years experience in Interactive Marketing Technology for an Agency or Consumer Brand in a multi-national environment.

## Required Skills/Knowledge

- Broad understanding of consumer web technologies: HTML, CSS, JavaScript, mobile, social, CMS, SEO, open-source, web site metrics.
- Strong understanding of hosting technologies: FTP, DNS, SSL, PHP, Oracle and SQL Server
- Strong program/project management skills, maintain task lists, multi-task, flexible on work time (working with different time zones), ability to work under pressure deadlines
- Familiar with ITL Service Management standards and tools.
- Possess strong interpersonal skills with the ability to clearly and comfortably communicate via phone and email to both Interactive and IT business units
- Strong time management skills that enable the management of multiple projects
- Familiarity with Agile project management methodology (used by a number of agencies)

## Core Competencies

### **Independent worker with excellent project management skills**

Focuses on the tasks and priorities at hand to deliver results on the ground. Does not wait until told what to do, but explores to full range of his/her knowledge and contacts to get things done.

### **Flexible yet persuasive problem solver**

Proactively seeks to avoid and solve issues that might endanger the timely and within budget development and launch of web applications. Succeeds in getting digital teams and their agencies to adhere to the company's standards and processes via frequent and positive contacts.

### **Pragmatic and open-minded**

Demonstrates the values of the commissioner company through words, actions, and by example.

## Functional Competencies

### **Application Development Methodology:**

Ability to apply the standard internal application development methods covering the full development lifecycle (e.g. project preparation, analysis, design, development, testing, deployment and support) to ensure solution quality and consistency of process.

### **IS Standards and Tools:**

Knowledge of and ability to apply the standards, procedures and tools of the IT and information infrastructure functions in order to efficiently execute all support and development work activities.

## Languages

English: high level of verbal and written proficiency

Proficiency in other European languages is a plus (especially French or Spanish).

### **Hours**

Eight hours per day. Nominally 9 - 6 CET/GMT but flexible to accommodate late calls with US and occasional urgent requests.

## Travel Requirements

Occasional (less than 10% of time) to European Capitals (esp. London, Paris, Berlin, Brussels, Madrid)

## Additional Information

A hands-on induction and training program by the person currently holding this role is foreseen.