

Exciting **NEW** opportunity!

PROJECT ASSISTANT



JOB DESCRIPTION

At LOVELIVE, we seamlessly blend strategic precision with creative vision. Specialising in the healthcare and professional services sectors, we thrive on embracing every challenge presented to us. Bringing to life everything from complex data to creative storytelling.

The Project Assistant will play a crucial role in supporting project managers and designers to ensure that projects are completed on time, within scope, and within budget. The ideal candidate will be proactive, well-organised, and able to manage multiple tasks efficiently.

This is an exciting opportunity for someone looking to gain experience in the design industry and contribute to a dynamic team environment.

RESPONSIBILITIES

Assist in all project management tasks including keeping track of timelines and managing resource, budgets and deliverables.

Excellent client communication, responding promptly to queries and requests, and ensuring expectations are clearly understood, documented and met.

Support the management team in the prioritising, assigning and organisation of tasks to the team, ensuring smooth collaboration and providing necessary materials, assets and feedback.

Track and update the status of projects using project management software, identifying any potential risks or delays and providing prompt solutions to the clients and designers.

- ✓ Prior experience in a project management or administrative support role
- ✓ Experience using project management tools (e.g., Synergist, Asana, Trello, Basecamp, or similar)
- ✓ Prior experience working within medical communications or the healthcare sector (desirable but not essential)
- ✓ Experience using Microsoft Office tools (e.g. Outlook, Word, Excel and Teams) to an advanced level

SKILLS REQUIRED

- ✓ Ability to thrive in a fast-paced environment.
- ✓ A positive and proactive attitude with a focus on client satisfaction and team collaboration.
- ✓ Excellent communication skills and the ability to manage multiple tasks and projects simultaneously.

HOW TO APPLY

To apply send your CV and covering letter to
hello@loveliveagency.com