

United Arab Emirates Jobs Expertini®

Senior Traffic Manager

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Company: Hill+Knowlton Strategies

Location: United Arab Emirates

Category: healthcare-practitioners-and-technical

About Hill & Knowlton

Hill & Knowlton is the global strategic communications leader for transformation. We help brands, businesses and leaders build reputation, manage risk, and create breakthrough opportunities for growth. Founded in 1927, today's Hill & Knowlton operates 70 offices in over 30 countries, providing advisory, public relations and creative solutions to local and global clients. Our global team offers integrated strategic services, grounded in deep sector expertise, and enabled by creativity and intelligence. Headquartered in New York, Hill & Knowlton is part of WPP, one of the world's largest communications services groups.

The Role

Responsible for proactively overseeing the seamless coordination of projects and retainers, optimizing resource allocation, problem solving, and ensuring efficient communication among project owners to deliver high-quality creative work on time and within budget.

Client

Build relationships throughout the agency. Be the first point of contact for retainer and small projects briefs.

Keep all the account/project leads informed of project progress and potential issues.

Review briefs for completeness and, if required, have the confidence to work with the account/project leads to make improvements.

Start having the ability to support the Creative Project Managers by managing smaller projects at busy times.

At all times be up to date on the status of projects, understand their deadlines and be able to work with the operations lead on supporting the teams by finding effective solutions.

Be proactive by leading weekly resource meetings with the account/projects lead and attend and contribute to relevant team meetings.

Be up to speed with current and pipeline project workloads and deadlines enabling you to be reactive to changes and upheavals in the schedule and to resolve resource conflicts amicably and based on priorities

Identify and address potential issues and bottlenecks that may affect project quality.

Commercial

Understand the importance of the creative process, ensuring it is adhered to but equally suggesting changes to further increase efficiency.

Monitor day to day project activities and resourcing, identifying potential instances of underutilisation and actively work to reallocate projects accordingly.

Start getting involved with the Operations Lead in assessing and improving traffic management processes to enhance efficiency and effectiveness.

Work with the Operations Lead to manage and allocate the resources for all projects/retainers, ensuring the right people, at the right levels, with the right skills are working on the right jobs

Manage project timelines, ensuring projects are on schedule and within budget.

Be able to cost small to medium scale projects understanding the revenue considerations and the role of each creative on the project.

Start understanding of the commercials and costing requirements for each market.

Identify the need for freelance support and use your network of contacts and recruiters to find the right talent, using your negotiation skills to contract them at the right rate.

Work diligently on a schedule, effectively prioritize tasks, and maintain composure under pressure.

Manage a range of small sized projects.

Proactively build a database of freelancers across the different markets and get in touch with them to discuss rates and availability.

People & Culture

Start working with the Operations Lead to identify skills gaps and opportunities for upskilling and training within the team.

Build strong relationships with the different team members of The Studio including the secondees.

Build strong relationships with the Accounts teams through daily live/teams updates.

Contribute to a vibrant and creative work environment, with a positive and proactive can do attitude

Act as a H&K ambassador, both internally and externally.

Technical

Great organizational and time-management skills.

Strong attention to detail and problem-solving abilities.

Able to work with project management software and tools. (Monday.com)

Personal Development

We believe that true learning requires self-motivation and curiosity. You are encouraged to explore all aspects of society to learn, grow and inform your outlook. You are expected to:

Explore different disciplines and commit to learning new skills and techniques every day

Consistently attend training courses arranged by P&C or recommended by your line manager, including the H&K Way, Octave, etc.

#LI-RS1

Hill & Knowlton is more than an agency. It's a collection of thousands of brilliant, collaborative and driven employees – all united around a single vision of transforming our clients, our company and the world.

Across 70 offices in 30 countries our people are the heartbeat of our business. Bridging countless cultures, backgrounds and lived experiences, we are drawn together by a common drive and a collaborative spirit – called to our craft each day by the desire to deliver the best work.

And at H&K, diversity, equity and inclusion are not just values; they are strategic imperatives that fuel our future in an industry built on the art of understanding, connecting and developing relationships. We believe that a diverse workforce is essential for inspiring bold ideas, fostering constructive dialogue and cultivating meaningful experiences that drive innovation and creativity.

When you click the Submit Application button below, this will send any information you add below to Hill & Knowlton. Before you do this, we think it's a good idea to read through our . California residents should read our This explains what we do with your personal data when you apply for a role with us, and, how you can update the information you have provided us with or how to remove it.

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