

# Freelance Project Manager – H/F

## - job post

MALHERBE Paris

75008 Paris

CDD

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## Détails de l'emploi

### Type de poste

CDD

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### Lieu

75008 Paris

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## Description du poste

Malherbe Paris, a leader in retail brand strategy for over 20 years, established its communication division a few years ago. We support clients such as Guerlain, Minuty, Parfums de Marly, Mandarin Oriental, TBM, and Ralph Lauren in crafting holistic brand experiences across brand platforms, branding, advertising, social media, and events.

To find out more: <https://www.instagram.com/malherbeparis/>

We are looking for a Freelance Communication Project Manager to oversee creative and impactful communication campaigns. You will collaborate closely with our commercial and creative teams to ensure smooth project execution at every stage, aiming to strengthen our brand image and foster client loyalty.

### • Role requirements

#### Client Relations:

- Participate in project briefing sessions and translate them into creative briefs.
- Manage client meeting schedules and internal touchpoints.
- Draft minutes of key client meetings and internal discussions.
- Act as the spokesperson for creative recommendations, ensuring alignment with the client's brief, budget, and timeline constraints.

- Provide clear and effective internal reporting to client management, creative direction, and project teams.
- Handle daily emails, centralize information, and maintain smooth communication.
- Ensure a high-quality client relationship to promote loyalty and grow the brand portfolio.
- **Project Operations Management:**
  - Monitor budgets, ensuring accurate financial reporting and project profitability.
  - Negotiate vendor quotes.
  - Oversee project timelines, ensuring deadlines are met.
  - Coordinate and manage external vendors (production studios, photographers, freelancers, etc.).
  - Organize and anticipate the scheduling of creative teams for projects.

## ● **Qualities & characteristics**

### **Required Skills:**

- 3–5 years of experience in a communication/advertising agency.
- Advanced degree in communication or business.
- Fluency in English is essential.
- Autonomy and strong organizational skills.
- Excellent interpersonal skills, both internally and with clients.
- Exceptional writing skills in both French and English.
- Strong analytical and synthesis capabilities.
- Proficiency in office tools (Word, Excel, PowerPoint, Keynote).
- **Practical Information:**
  - **Contract Type:** Freelance assignment
  - **Duration:** Depends on the specific project
  - **Location:** Remote / Malherbe Agency, 64 rue de Rome, 75008 Paris
  - **Start Date:** To be defined