



Project Manager: Sydney / New York

Technology is literally changing the world around us and yes, some people tend to focus on why that change is bad - it makes us uncomfortable; it breaks our status quo, it feeds our uncertainty - but at Orchard we choose to see it differently. Technology can make lives better. It can make businesses better, brands better and experiences better. It can be the change we want to see in the world.

Which is why we, at Orchard, rally around a single purpose: to invent better outcomes through creativity and technology. Those better outcomes can only exist in the context of people irrespective of if we label them users, customers, patients, clients or even staff.

The Opportunity

We're currently on the lookout for a talented Project Manager with awesome digital and print experience to work in our Healthcare Project Management team.

We offer a good, fun working environment and all the necessary support and structured training you need to grow your digital career.

Key Function

The Project Manager works with the Project Management and Account Direction teams to deliver print and digital projects to our Healthcare clients. This role will be on the ground in Sydney, working with our New York client team to deliver projects for our US clients. You will work closely with a US based Account Service team and clients, as well as our creative and development team here in Sydney.

- Manage multiple digital and print projects (including websites, iPad and iPhone projects, emails, banners, in store merchandise, print collateral.)
- Discuss requests with US client team and develop scopes of work
- Work collaboratively with Australia and US Orchard teams to ensure the best solution is offered
- Document the project scope in a detailed project definition/scope of work
- Cost projects and manage the ongoing project budget and resources using Pegasus budgeting and financial software
- Book resources and ensure that tasks are scheduled and completed according to schedule
- Develop briefs for copy, creative, HTML, technical and finished art, and brief into internal and freelancer staff
- Develop and maintain overall project schedules and provide ongoing documentation to ensure successful delivery (i.e. risk log, change log, WIP documentation etc.)
- Effectively manage your time to ensure that concurrent projects are managed within project timelines and budgets
- Conduct regular status and WIP calls with the account service team in the US
- Conduct testing and proofing, working independently or with the QA team
- Update the Orchard team on progress, provide insights and feedback based on lessons learned



What you can bring

- Health and Wellness experience is a plus
- Show a strong commitment to the Company's core values of Collaboration, Integrity & Curiosity
- Embrace and respect the Company's community and environmental responsibilities
- Exceptional communication skills
- Proven ability of working within a team
- Excellent attention to detail
- Applicants MUST have the right to work within Australia

Above all, the successful candidate to join Orchard will be someone who has a strong work ethic driven by creative passion, positive energy and thrives on challenges, alongside a desire to grow with the company!

If you feel like this is the right job for you, would like to take your career to the next level, work in a great cultural environment that allows you to grow and enjoy work, please email your CV and contact details to jobs@orchard.com.au and we will arrange to meet you!



A little about Orchard

We offer an awesome, fun working environment full of culture and energy. We leave our egos at the door and past that door is a super cool office space filled with inspiring people and free crumpets.

We pride ourselves on our work and our work / life balance. We're 100% committed to you, your career at Orchard and your continued professional and personal development. We offer a rich array of internal and external structured training and education courses as well as ongoing individual wellbeing support through our Employee Assistance Program.

As an agency we fuse enthusiasm, creativity, and technology to Invent Better outcomes for leading International and Australian brands such as BI, Zoetis, Schwarzkopf, MSD, GSK, Electrolux, BT, Ikea, and Hyundai to name a few.

Invent Better are two little words that define our big approach. It's a belief that creativity and technology are the key to winning in today's digital age, and it's a formula that challenges us to engage with our clients in a way that always pushes us that little bit further every time.

Sydney | New York

Invent Better – make a difference