

We're  
hiring!

Project Manager

xsem



**Join our team**

## **Project Manager**

**Do you have energy, passion, and a 'can-do' attitude? Well, that's a happy coincidence – because we're hiring!**

We're on the lookout for an ambitious Project Manager to join our award-winning brand engagement agency.

As Project Manager, you will be accountable for the end-to-end life cycle of client events. From concept through to final closure, you will be responsible for supplier contracting, budget management, logistics, onsite delivery and client management.

You should be an independent individual with the experience to deliver outstanding results via a positive 'can do' attitude.



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**We make people happy.**

## About us

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**At XSEM, we craft unforgettable events & campaigns for clients across the globe, delivering game-changing results and building strong relationships.**

From marketing and brand activations to large corporate events and Pharmaceutical events, we dig deep to get to the heart of our clients' challenges and use our energy, creativity and expertise to overcome them. In short, **we make people happy!**

## The role

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- Handle client briefs, proposals, and act as main client contact
- Coordinate and negotiate with suppliers; approve final contracts
- Oversee event logistics, venues, and delegate management
- Manage budgets, deadlines, and ensure safety/risk compliance
- Lead on-site inspections, meetings, and event delivery
- Produce event materials and handle post-event reporting & debriefs
- Track SLAs/KPIs, review processes, and mentor project coordinators

## About you

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- Bursting with creativity, enthusiasm and ambition
- Hardworking, honest and oozing with initiative
- Proven project management skills
- Strong interpersonal, communication and presentation skills
- Ability to challenge the norm, provide creative solutions and problem solve
- In-depth experience of agency life
- Proficient using the latest versions of Microsoft Word, Excel, PowerPoint, and Outlook
- Pharmaceutical sector knowledge desirable
- Skillful and firm negotiator
- Ability to work independently
- Excellent attention to detail
- Outstanding customer service skills
- 'Can-do' attitude
- Passion to progress your career in a growing and supportive company
- Top-notch team player
- Driving licence desired

## What's in it for you?

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This is a permanent role based at XSEM HQ in Holbeck, Leeds - with the option of hybrid working (3 days minimum in the office) and flexible working hours.

The right person will also enjoy our brilliant employee benefits package which includes all the good stuff – a healthcare cash plan, training opportunities, employee referral scheme and long service awards – plus a few extras: team activities and away days and an enhanced parental leave and company pension. Oh, and we're a dog-friendly office. Yes, we like to make dogs happy as well as people.

## How to apply

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If you want to become part of our fantastic team – and think you've got what it takes – please email your CV and cover letter to [careers@xsem.co.uk](mailto:careers@xsem.co.uk)

# Thank you.

Follow us on socials!

