



Professional Services Manager

At **TailWind**, we partner with marketers, agencies, publishers and retailers to help them cut through the complexity of digital transformation and accelerate their business fast forward through automated, data-driven marketing solutions.

TailWind, a **ThinkDigital Group (TDG) company**, is the exclusive partner of Sizmek - by Amazon, Xandr, and GlobalWebIndex in a big number of EMEA markets. To enable local retailers to create new diversified revenue lines **TailWind** has partnered with the world's leading retail media platform, CitrusAd.

Your Impact

As a **Professional Services Manager** at **Tailwind**, you will be responsible for planning and overseeing digital projects for our clients, from the initial ideation through to completion. In this role, you will coordinate people and processes to deliver projects on time, within the desired outcomes aligned to clients' business KPIs and digital strategy.

The role requires a methodical, team-player and results-oriented professional who has outstanding project management skills and the ability to follow through on several projects.

The successful candidate will be based at TDG's Headquarters in Athens.

Key Responsibilities

- Coordinate internal resources and third parties/partners for the flawless execution of projects.
- Ensure that all projects are delivered on time, within the scope and budget.
- Developing project scopes and objectives, involving all relevant stakeholders and ensuring technical feasibility.
- Develop a detailed project plan to track progress.
- Report and escalate to management as needed.
- Manage the relationship with the client and all stakeholders.
- Perform risk management to minimize project risks.
- Establish and maintain relationships with third parties/vendors.
- Create and maintain comprehensive project documentation.

We're looking for someone who

- Holds Bachelor's degree in Marketing, Business administration or Computer Engineering, Electrical Engineering or relative specialization in Information Technology or Science.

- Has 2+ years of working experience as a project administrator or project manager or (digital) projects lead.
- Has a good knowledge of MS Office.
- Speaks excellent English.
- Displays a relentless focus on improvement.
- Has excellent client-facing and internal communication skills.
- Has solid organizational skills including attention to detail and multi-tasking skills
- Has completed military obligations (for male candidates).

It will be considered a plus

- Previous experience in digital advertising will be appreciated.
- PMP Certification or proven experience with project management tools
- Google Ads and Google Analytics Certified.

Benefits and Perks

TailWind company is part of **TDG**, recognized as a **Great Place to Work® for 2022**. We are on a mission to boldly lead our people to where no one has gone before. Our people enjoy benefits that make them able to develop their careers and professional skills. We challenge ourselves to work with the best and most talented professionals and we want to offer a great place to work and thrive. We are offering:

- A competitive salary based on experience and skills.
- A budgeted training and professional development plan.
- A modern workplace environment, and the excitement of working closely with a successful, highly motivated, dynamic, and talented team.
- Heart Long Weekends! A paid-time-off throughout the year to enjoy life outside of work.
- Access to TDG's Library for professional development.
- Fresh fruits and the best selection of tea every day.

TailWind offers a hybrid working model. Team members all over the EMEA region currently can meet in person every other week. TailWind continues to grow our team by conducting a remote-first onboarding process.

You can apply for this job at the link [here](#).



TDG is certified as one of the great working environments in Greece for 2022.

Read more [here](#)