

# Nayan – Digital Project Manager

## Digital Project Manager

At Nayan, we build trusted partnerships

We're currently looking for a **Digital Project Manager** who thrives on connection, coordination, and communication. If you're someone who loves to keep things running smoothly while being the go-to person for both clients and colleagues, then this role is for you.

## Your Mission

As a Project Manager at Nayan, you'll play a key role in:

- Acting as the **first point of contact** for both internal stakeholders and external clients.
- Building strong relationships with clients by ensuring clear communication, consistent follow-up, and proactive issue resolution.
- Coordinating day-to-day project tasks and ensuring alignment between teams.
- Monitoring progress, timelines, and deliverables, and keeping all stakeholders informed.
- Spotting opportunities to optimize collaboration, improve service, and enhance client satisfaction.

### You Bring

- Proven experience in **project coordination, account management, or relationship management in a digital agency.**
- Excellent communication skills in English. Dutch is a plus.
- A proactive mindset and the ability to **navigate complexity with calm and clarity.**
- A collaborative spirit and the confidence to represent Nayan with professionalism and empathy.
- Familiarity with tools and digital platforms is necessary.

## Why Nayan?

- A supportive team culture where people matter just as much as performance.
- Projects that make a real difference and partnerships that last.
- Flexibility, ownership, and the space to grow into your potential.

### Interested?

Let's talk! We look forward to meeting you.

<https://www.nayan.be/>