



PROJECT MANAGER

MAIN PURPOSE OF THE JOB :

As Project Manager you will coordinate resources and manage processes to ensure that all projects are delivered on time and to the highest standard.

Your main responsibilities will be deadline management and being the point of contact for the client for all things to do with the delivery of a project. The aim of the role is to take workload away from Sales or an account manager, and to ensure that all team members have everything they require to carry out their part of the delivery of the project as a whole.

You will need to manage all projects and people working on them through an appropriate system that allows visibility for all involved in the project at all points.

You will be the go-to person for everything involving a project's organization and timeline. The focus must be on client satisfaction and JGP profitability. One must not impact the other, and you are responsible for monitoring performance and ensuring team resources are allocated to meet these needs.

REPORT TO :

Head of Operations

MAIN TASKS OF THE JOB :

PROJECT MANAGEMENT

- Coordinate internal resources and third parties/vendors for the flawless execution of projects
- Ensure that all projects are delivered on-time, within scope and budget

- Develop project scopes and objectives, involving all relevant stakeholders
- Monitor resource availability and allocation to inform realistic timelines and deadlines
- Develop a detailed project plan, with clear client & JGP milestones to track progress.
Allow analysis and reflection on any project creep or deadline movement.
- Use appropriate verification techniques to manage changes in project scope, schedule and costs
- Measure project performance using appropriate systems, tools and techniques
- Report and escalate to management as needed
- Manage the relationship with the client and all stakeholders, providing a high level of customer service at all times
- Perform risk management to minimize project risks
- Create and maintain comprehensive project documentation
- Attend briefs for projects where necessary

D E V E L O P M E N T

- Specification writing when required for bespoke development on legacy client platforms
- Client relationship management where required
- Manage relationship with 3rd part development teams where required