

POSITION AVAILABLE

project manager

responsibilities

- Coordinating internal resources and suppliers for the flawless execution of projects
- Ensuring that all projects are delivered on-time, within scope and within budget

job brief

We are looking for a Project Manager to manage various exhibitions for a variety of client projects domestically and abroad.

what does a project manager do?

As a project manager for Hart Wilcox, your job will be to coordinate people and processes to ensure that various exhibitions are correctly prepared and installed on time and on budget. You will be the go-to person for everything involving a project's organisation and delivery timeline.

project manager duties

Specific project manager responsibilities include developing detailed project plans, H&S management and ensuring appropriate resource is allocated.

project manager requirements

Due to the wide range of skills required, candidates will be considered from a broad variety of skill sets. A level of construction/manufacturing, budgeting and people management is desirable, however, for the right person all training will be given. You should be an excellent communicator and comfortable managing multiple tasks. You also need to be a team player and have a problem-solving attitude. You should be prepared to regularly travel, sometimes internationally.

KEY RESPONSIBILITIES:

- Coordinate internal resources and third parties/suppliers for the flawless execution of projects
 - Ensure that all projects are delivered on-time, within scope and within budget
 - Developing project scopes and objectives, involving all relevant stakeholders and ensuring technical feasibility
 - Ensure resource availability and allocation
 - Develop a detailed project plan to track progress
 - Use appropriate internal processes to manage changes in project scope, schedule and costs
 - Provide project status reports to management as required
 - Manage the relationship with the client and all stakeholders
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- Perform risk management and all H&S aspects to minimise project risks
- Establish and maintain relationships with third parties/suppliers
- Create and maintain comprehensive project documentation

MINIMUM REQUIREMENTS:

- Good educational background, excellent written and verbal communication skills
- Solid organisational skills including attention to detail and multi-tasking skills
- Excellent client-facing and internal communication skills
- Working knowledge of Microsoft Office & Windows OS
- Driving Licence & Passport
- Ability to work away from home

DESIRABLE REQUIREMENTS:

- Experience as a project planner or coordinator within some form of production, construction, or manufacture sector
- Experience in reading and interpreting technical drawings
- Any management or construction plant / tool-based training or certification
- A good understanding and of all things household DIY
- Any event based technical experience
- Any graphic installation or manufacture experience

Expected salary will be based on experience. £21k - £32k +overtime & benefits.