

Position	Project Manager
Reporting to	Operations Director
Location	Tsunami Axis, London
Business Unit	Project Management
Employment Period	Permanent
Salary Range	Depending on Experience

Job Purpose:

To act in a project management role operating primarily within the sphere of client contracts and undertaking full ownership of projects within established Service Level Agreements. Responsible for the overall direction, coordination, implementation, execution, control and completion of specific projects ensuring consistency with company strategy, commitments and goals.

Principal Accountabilities:

- facilitate the definition of project scope, goals and deliverables
- Produce quotations for the Sales Manager based on project specific requirements
- lead the planning and implementation of projects
- Ensure all costs/margins are monitored when and where necessary
- Manage project budget
- Manage deliveries and installations for all projects with support from sales support
- Ensure projects are complete to customer satisfaction and seek to implement improvements
- Supply chain management – assist with planning, improvement/development, logistics and distribution including the management of freight from overseas suppliers
- Improve the operational systems and processes within Tsunami Axis
- Assist and support business process and organizational planning
- Manage and increase the effectiveness and efficiency of Support Services to Tsunami Axis i.e. IT and Finance as well as coordination and communication between support and business functions.
- Play a role and support in long-term planning, including improvements towards quality management
- constantly monitor and report on progress of the project to all stakeholders
- present reports defining project progress, problems and solutions
- Manage customer service and assess that we are meeting customer satisfaction goals
- Oversee and make improvements to Logistics & installation services
- Assist with training and support of Sales Support staff

Nature and Scope:

Successfully and profitably manage new and existing projects, delivering the contractual standards and meeting all Health & Safety and compliance requirements

Knowledge, Skills, Qualifications & Experience:

- Knowledge of both theoretical and practical aspects of Project management with techniques and tools
- Proven experience in Project Manager role with strategic planning
- Strong leader with personnel/management experience
- Strong analytical skills, experience of time management in a creative environment essential
- Technical understanding of aspects of architectural design, interior and furniture design
- Experience in handling large scale projects
- Proven experience in risk management and change management
- Proficient in project management software – MS Project, Word, Excel, PowerPoint
- Experience in managing UK projects is essential
- Degree – ideally in a design or business management discipline

Key Competencies

- Organisational awareness
- Planning and delivery of work
- Analysis and use of information
- Decision making
- Attention to detail
- Computer literate
- People Management
- Communicating and working with others
- Continual improvement
- Customer service orientation

Note: this job description is not an exhaustive list of the responsibilities and activities that the job holder may be required to undertake.

How to Apply

Please send your CV to Neeta Patel at N.Patel@Tsunami-Axis.com

Health & Safety Responsibilities

Managers and supervisors carry both legal and company responsibilities for ensuring the health and safety of their employees, those under their control and those who might be affected by the work undertaken, i.e. public, visitors and employees of other organisations. This includes briefing individuals working for them and ensuring there is the necessary understanding, competence and application of requirements to work safely and without harming the environment.

Employees are responsible for ensuring they fully understand the health and safety risks involved in their work activities and their responsibility to apply the controls needed to manage those risks to acceptable levels. Similarly where work activities can have an adverse impact upon the environment, and particularly where there are legal requirements, employees are responsible for understanding those impacts and the controls they must ensure are applied.