

<b>Position</b>	Project Manager
<b>Reporting to</b>	Operations Director
<b>Location</b>	Tsunami Axis, Stephenson Way, London
<b>Business Unit</b>	Project Management
<b>Employment Period</b>	Permanent
<b>Salary Range</b>	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.
- Working on multiple projects from specification to completion.
- 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 where necessary.
- Supply chain management – assist with planning, improvement/development, logistics and distribution including the management of export/import freight from overseas suppliers.
- Assist and support business process and organizational planning.
- Play a role and support in long-term planning, including improvements towards quality management.
- Constantly monitor and report on progress of the project to relevant team.
- Site visits for projects are required on a regular basis so there is an expectation for you to travel 60% of the time which will include overseas travel.
- Present reports defining project progress, problems and solutions.
- Manage customer service and assess that we are meeting customer satisfaction goals.

## **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 and European projects is essential.

### **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.*

### **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.