

Job Description



Job Title: Junior Project Manager

Department: Projects

Reporting to: Head of Projects

Key Objectives: The role of the Junior Project Manager is to plan, execute and finalise projects according to strict deadlines and within budget. This includes acquiring resources and coordinating the efforts of team members and third-party contractors or consultants in order to deliver projects according to plan. The Junior Project Manager will also define with a Senior Project Manager the project's objective and oversee quality control throughout its life cycle.

Key Responsibilities:

- Identify and manage project dependencies and critical path
- Track project milestones and deliverability
- Work closely with customer management to understand the business requirement for the project, developing effective working relationships and ongoing management processes for the project
- Define deliverable, resource management and work plan for the project and manage their development and delivery
- Ensure that the project is delivered within the financial requirements of the business unit
- Estimate and plan projects from start to finish with built in contingencies
- Ensure projects meet in industry leading quality standards
- Manage monitor and motivate the cross functional team assigned to the project
- Conduct project presentations and compile reports
- Develop full scale project plans
- Act as Client and Supplier interface as required
- Implement and manage project changes, interventions and costs to achieve project outputs

The Person

Experience and Knowledge

- Oil and gas industry experience - desirable
- Excellent organisation skills with meticulous attention to detail
- The ability to write and perform Client presentations
- Excellent interpersonal skills with the ability to work with a range of different personalities
- The ability to work accurately under tight deadlines
- Fully conversant with Microsoft Office and Project
- Proven track record of Project Management
- Engineering or Design Degree or equivalent - desirable
- Project Management qualification (APM, Prince or similar)