

Executive Project Manager

Department: Project Management

Reporting Structure: Reports to the Managing Director

Salary: £21.61/ £44,664

Summary:

We are seeking an experienced Executive Project Manager to join our team at Proffer Solution Ltd. The ideal candidate will be responsible for overseeing and managing all aspects of our projects from initiation to completion. If you have a strong background in project management and a proven track record of delivering successful projects on time and within budget, we want to hear from you!

Responsibilities:

- Develop and implement project plans, including defining project scope, goals, and deliverables
- Lead and manage project teams, ensuring all team members are clear on their roles and responsibilities
- Monitor project progress and performance, identifying and resolving issues as they arise
- Communicate with stakeholders to ensure project objectives are met and expectations are managed
- Prepare and present project reports to senior management, highlighting key milestones and achievements

Qualifications:

- Proven experience as a Project Manager or similar role
- Excellent leadership and communication skills
- Strong organizational and time management abilities
- Ability to work well under pressure and meet deadlines
- Relevant qualifications in project management or a related field

Skills:

- Strong analytical and problem-solving skills
- Ability to multitask and prioritize tasks effectively
- Proficient in project management software tools
- Excellent attention to detail
- Ability to work both independently and as part of a team

If you are looking for a challenging and rewarding role in project management, apply now to join our dynamic team at Proffer Solution Ltd!