

Business Project Manager

Department: **Functional Team**

Reporting Structure: **Managing Director/ Operational Manager**

Salary: **£20.95 / £43,576**

Location: **Oldbury**

Work hours: **9:00 - 17:00**

Summary:

We are hiring a Business Project Manager to lead strategic initiatives and manage complex projects. You will work with senior executives and cross-functional teams to ensure projects are completed successfully. Key responsibilities include managing project risks, budgets, and communication between departments. We need someone who is proactive, results-oriented, and fosters collaboration. Join us to contribute to our organization's success.

Responsibilities:

- Plan and implement projects in the executive office.
- Define project scope and goals with senior management.
- Coordinate teams to ensure timely, budget-compliant delivery.
- Maintain project documentation and status updates.
- Identify risks and develop mitigation strategies.
- Monitor progress and communicate updates to stakeholders.

Preferred Skills:

- Project management expertise.
- Leadership and motivation skills.
- Strong communication.
- Software proficiency.
- Analytical problem-solving.

Qualifications:

- Bachelor's degree in Business Administration, Project Management, or a related field; a Master's degree is a plus.
- Minimum of 5 years of proven experience in project management, preferably in an executive office setting.

Benefit

- Health insurance benefits.
- Professional development opportunities.
- Retirement savings plan (Pension)!