

Job Title: **Executive Project Director**

Location: **Oldbury**

Company: **Proffer Solution Ltd**

Reports To: **CEO/ Company Secretary**

Date: **04/06/2025**

### **Position Overview:**

The ideal candidate will possess a deep understanding of project management principles, along with a proven track record of leading large-scale projects from inception to completion. You will play a pivotal role in shaping project strategies, ensuring alignment with organizational goals, and driving team performance. As an Executive Project Director, your responsibilities will extend to collaborating with cross-functional teams, engaging with key stakeholders, and fostering a culture of excellence and accountability throughout project lifecycles. You will be responsible for identifying potential risks and developing mitigation strategies, overseeing project budgets, and ensuring adherence to timelines. This position demands a strategic thinker with exceptional leadership abilities, excellent communication skills, and a focus on delivering exceptional results. If you are a visionary leader who thrives in a fast-paced environment and is committed to making a significant impact within the organization and the staffing sector, we encourage you to apply for this exciting opportunity.

### **Key Responsibilities**

- Lead and manage multiple high-impact projects in the staffing and recruiting sector.
- Develop and implement project strategies aligned with business objectives.
- Coordinate cross-functional teams and ensure effective communication among stakeholders.
- Monitor project performance, including budget, timelines, and resource allocation.
- Identify project risks and create contingency plans.
- Evaluate outcomes and drive continuous improvement based on lessons learned.
- Mentor project managers and team members to support their professional development.

### **Requirements:**

- Bachelor's degree in Business Administration, Project Management, or a related field; Master's degree preferred.
- Proven experience as a Project Director or in a similar leadership role in staffing and recruiting.
- Strong understanding of project management methodologies, including Agile and Waterfall.
- Excellent leadership and team management skills; capable of motivating diverse teams.
- Strong organizational and analytical abilities; detail oriented.
- Effective verbal and written communication skills; comfortable presenting to executives.
- Proficient in project management software and Microsoft Office Suite.

### **Application Process:**

Interested candidates are invited to submit their resumes and a cover letter detailing their qualifications and experience to [applications@proffersolutionltd.co.uk](mailto:applications@proffersolutionltd.co.uk). The company is committed to diversity and inclusion and encourages applications from all qualified individuals.

Proffer Solution Ltd is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.