

**\*\*JOB\*\*** A consultancy firm are seeking a Project Manager. Paying £35,000 and based near Green Park. If you are interested please send your CV to [emma.colville@questprofessional.co.uk](mailto:emma.colville@questprofessional.co.uk)

**Job Title:** Project Manager

**Location:** Green Park

**Salary:** £35,000

**Job Role:**

**Primary Responsibilities:**

- Ensure customer satisfaction and professional client interactions
- Manage the execution of large-scale projects, which may include multiple consulting work-streams; stakeholder management for internal and external project team
- End-to-end project lifecycle from initiation and setup, entry of delivery data into internal systems, handoff of delivery data to other functions, execution to invoicing, financial tracking, and closing out when complete
- Create project plan, lead project team in the monitoring of costs, schedule, and performance of component projects, while working to ensure overall success of the program
- Manage project financials including monitoring the budget, billing process, time and expenses, invoicing
- Communicate with key stakeholders on the project status regarding forecast, completion rates, variances, billings and backlog on projects
- Serve as primary point of contact for client information, updates, delivery, issue resolution and data tracking
- Schedule and coordinate internal and external meetings that balance consensus building with decision-making; document and communicate outcomes/actions
- Discuss scope implications for design
- Assist internal teams during the sales cycle to run pilots and scope the operations aspects of projects
- Provide project work direction for the project support team
- Work with Sales and Consulting to identify and capitalize on opportunities to expand business
- Provide quality assurance oversight for project
- Other duties as assigned

## **EDUCATION, EXPERIENCE, & OTHER QUALIFICATIONS**

- Bachelor's degree in a related field
- 6-8 years of experience in project or account management with an understanding of business and effective management practices
- Minimum of three years demonstrated experience successfully managing large, complex projects. Experience with global project management preferred
- Advanced proficiency in MS Word, Excel, Outlook and PowerPoint with the ability to learn challenging internal software programs.
- Ideal candidate has experience in working in training or consulting firm whose focus is people performance improvement

## **PREFERRED & OTHER QUALIFICATIONS**

- High detail orientation with the ability to see the big picture
- Strong critical thinking and creative problem solving skills
- Ability to anticipate problems and identify alternative solutions
- Excellent interpersonal skills to build relationships with cross-functional and remote teams, at all levels of the organization, both internally and with clients
- Excellent organizational and follow-through skills; able to prioritize and manage many simultaneous tasks and priorities
- Ability to influence people and resources to ensure timely completion of tasks that meet quality standards
- Willingness to adhere to established processes while keeping an eye for opportunities to improve or develop processes, structures, and systems
- Business skills and aptitudes necessary to accurately manage project budget, monitor expenses, and ensure accurate invoicing and collections
- Occasional travel likely