

PERSON SPECIFICATION: PROJECT MANAGER

QUALIFICATIONS

- A level educated
- Evidence of recent personal development/training

CURRENT ROLE

Currently working as a project administrator, project manager or resource scheduler. Tasks include managing finite resources such as engineers or consultants, tracking project tasks and managing deadlines, creating a project folder containing all related project documentation, liaising with customers.

PERSONAL ATTRIBUTES

- Energetic and enthusiastic
- Actively seeks to learn new skills
- Excellent attention to detail
- Ability to work under pressure whilst remaining calm
- A good team player who can also work alone using their initiative

SKILLS

- Excellent organisational skills with the ability to multi task
- Excellent communication and interpersonal skills, confident liaising at all levels
- Good problem solver and decision maker
- Ability to prioritise and work to deadlines
- Good IT skills - Word, Excel, PowerPoint, Outlook, Microsoft Project or similar application.

LOCATION

To be within a one hour commute of the Balloon One office in Brentford, West London.

Job Description: Project Manager

This document describes the role, objectives and compensation plan for the Project Manager.

ORGANISATION

Managing Director – Consulting Manager - Project Manager

The Project Manager will report directly to the Consulting Manager.

TRAINING AND PROGRESSION

The first 3 months of your employment will include formal classroom training, informal self-study, on-the-job training and shadowing of experienced employees.

An initial development plan will be provided, discussed, monitored and progress reviewed for the duration of the three month probation period. On successful completion a development plan will be created and progress reviewed quarterly.

The role requires individuals who can identify and develop new opportunities and working practices. There will be opportunities for progression as the company grows and these will be discussed as appropriate.

RESPONSIBILITIES

The role of a Project Manager is hands-on with responsibility for the day-to-day running of a number of customer IT projects. The Project Manager will be responsible for ensuring that these projects are delivered on time and to budget.

The Project Manager will analyse and review proposals, provide appropriate solutions to problems, and make logistical decisions by acting as liaison between the customer and the implementation team.

The Project Manager is a vital link between the customer, sales, implementation, development and support functions within Balloon One. They will be the primary point of contact with the customer and will be responsible for:

- Creating and managing project plans including tracking days used versus budget.
- Scheduling consultants to projects and ensuring that weekly timesheets are completed.
- Creating project documentation including minutes and agendas
- Attending project update meetings both remote and onsite.
- Chasing customers for milestone sign-off.
- Coordinating third party resources as required by a project.
- Monitoring each project's issue list.
- Delivering project handovers to the Balloon One support team after go-live.

Depending on the level of technical knowledge the Project Manager may be asked to undertake the following additional activities:

- Communicating technical requirements to internal developers and consultants.
- Managing the solution and any amendments throughout the implementation and after go-live.

BENEFITS PACKAGE

PROFIT SHARE SCHEME

Participation in a company discretionary profit sharing scheme.

The current scheme is based on the company achieving its revenue targets and equates to 5% of the employee's gross salary per quarter.

PENSION SCHEME

A group personal pension scheme is in operation. Balloon One will match employee contributions of up to 2% of the Consultant's gross salary after 2 years of service.