



# Junior Project Manager

## Overview

Vector handles many projects of varying scale and scope, both commercial and public funded. The Junior Project Manager will be required to take overall responsibility for a limited number of internal and external projects. As a Junior Project Manager, you will be required to deliver these non-strategic projects successfully to meet time, quality, and cost targets, realizing measurable benefits and thereby ensuring satisfied customers.

## Objectives

To maintain consistent and documented compliance with all relevant project awarded to Vector quality and best practice requirements.

## Tasks & Duties

Include, but not limited to:

- Manage and deliver projects according to the agreed asset and resource plans, contracted deliverables and the agreed scope.
- Oversee the management of activities of the project delivery teams to ensure deliverables are being completed to defined expectations (within the base-lined cost and time plan), first time to successfully deliver the contracted scope.
- Maintain frequent and detailed communication with all members of the team to ensure clarity at all times.
- Identify, communicate and where necessary escalate deviations from plan without unduly affecting the stated objectives and benefits and maintain clarity.
- Proactively manage foreseen project risks and mitigate issues as they arise, implementing corrective actions.
- Execute the project lessons learned process to maximize learning from all projects during and after the execution, carrying out an internal review with the delivery team and actively seeking feedback from the customer; implement any corrective actions to ensure continuous improvement.
- Manage project administration tasks. Create and maintain the project stage document.



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## Tasks & Duties

- Undertake any other project management duties as required.
- Manage customer/partner relationships from project authorization and initiation through to project closure ensuring regular communication and reporting of project progress.
- Raising and recording variations and providing support to update the business case to provide continued business justification.
- Raise invoices promptly upon achievement of milestones and deliverables and confirming payment.
- Support and manage the financial performance of projects, utilizing regular financial reports to monitor actual spending versus the quotation and forecast; Identify spending anomalies.
- Contribute to the operation of the Project and Business Management teams, supporting the continuous development and improvement of project management processes.
- Proactively support line management and the rest of the management team in the execution of their responsibilities.
- Provide regular and timely reporting of project progress to the project team
- Provide accurate input into the reviews established by the line management to ensure the successful operation of the business.

## Preferred Skills & Qualifications

- Strong project management skills, with the ability to prioritize tasks, meet deadlines, and manage multiple bids simultaneously.
- Exceptional organizational and time management skills.
- Excellent written and verbal communication skills, with the ability to present complex information clearly and persuasively.
- Proficient in Microsoft Word, Excel, SharePoint, and Outlook.
- Strong focus on detail and accuracy of work with the ability to take on full ownership of assigned work.
- Strong organizational skills and flexibility to handle multiple tasks.
- Ability to become proficient in company systems, processes, and tools.



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## Preferred Skills & Qualifications

- The ability to work with multiple Vector personnel simultaneously and multi-task.
- Driven, motivated and ambitious.
- Good people management, a team player and pro-active with a “can-do” attitude are essential to deliver the job fully.
- Able to write clear and succinct recommendations and messages that have the desired effect.
- Is aware of the impact of their communications and pro-actively seeks feedback for improvement.
- Sets personal development goals and deploys strengths to achieve them.
- Takes responsibility for one’s own performance and actions and invites and incorporates feedback from various sources.
- Acts with minimal supervision or direction.
- Understands the fundamental project management process.
- Has the ability to manage projects within a highly dynamic business.