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Project Manager

Description

Oversees projects to ensure completion. Ensures project activities are effectively planned, directed, and coordinated. Develops, tracks, and manages projects to ensure projects are executed within the time frame and budget. Manages and tracks activities of team with various project deliverables. Prepares project reports, proposals, and presentations.

Responsibilities

Oversees projects from beginning to completion to ensure consistency with project timelines.

Assigns projects to team based on area of specialty, availability and expertise.

Coordinates meetings with clients and relevant stakeholders to understand varied needs and requirements and provide updates on projects.

Takes minutes of meeting and reports on meetings highlighting project expectations and deliverables.

Ensures project owners review designs to incorporate clients' comments and changes as requested.

Develops project timelines and ensures execution within the specified time frame.

Plans, schedules, coordinates, manages and tracks all aspects of the project calendar to ascertain that the timelines are realistic and attainable and within agreed budget.

Tracks project to ensure compliance with design and structure.

Ensures corrective measures are taken to fix any issue that may arise with ongoing projects.

Ensures preparation of weekly, and monthly report of projects to relevant stakeholders at specified times and keep all records of projects.

Documents and tracks changes in project communicated by client and verifies proper financial implication of change is communicated to the client.

Coordinates and tracks the daily activities of the team by confirming that project KPIs are updated and met as agreed.

Ensures the team works effectively and keeps to schedule and budget by reviewing work reports.

Manages relationships and tracks communication with clients and stakeholders to ascertain project satisfaction.

Hiring organization

HReade Limited

Employment Type

Full-time

Industry

Architecture and Operations

Job Location

Lekki, Lagos

Date posted

May 1, 2023

Prepares project proposals and presentations.

Prepares and processes invoices for payments and follow- up on outstanding payments.

Tracks budgets and expenses on projects and work within allocated budgets.

Carries out risk assessment to minimize project risks.

Performs other duties as specified by the managing partner.

Education

Bachelor's degree from an accredited institution.

Experience

- At least 3- 5 years post-NYSC experience in a similar role,
- Experience working in construction will be an added advantage.

Skills

- Leading and supervising
- Working with people
- Presenting and communicating information
- Writing and reporting
- Applying expertise and technology
- Planning and organizing
- Analyzing
- Delivering results and meeting customer expectations
- Creating and innovating
- Coping with pressures and setbacks
- Adhering to principles and values

Technical Requirement

- Proficiency in project management.
- Knowledge of methods and the tools involved in construction.
- Proficiency in the use of Microsoft tools including Microsoft Excel, Project, and PowerPoint.