

## JOB DESCRIPTION – CUSTOMER INPUT

### *Basic Description:* PROJECT MANAGER

**Instructions:** Please complete this job description form with the key skills and attributes that you desire in order to carry out the critical functions of the position. The more detailed your descriptions the better chance we have of finding the right candidates for the intended job. The sooner you return this form the sooner we can find your new staff member. The tables are pre-filled with examples only – your input is required.

#### Project Manager Job Description

**Project Manager** responsibilities include planning and overseeing projects within an organization, from the initial ideation through to completion. They coordinate people and processes to deliver projects on time, within budget and with the desired outcomes aligned to objectives. sorting documents.

The successful candidate will help build the client's best practice process to streamline his workflow and systematize the business.

### Business Essentials

#### Project Manager Responsibilities

- Digital and virtual competence in event administration
- Have the ability to thrive with minimal guidance, be proactive, and complete tasks efficiently.
- Manage daily administrative functions of a project or program.
- Collecting and processing program data and information.
- Implementing directions of Business Development managers.
- Coordinating and administering meetings including issuing of minutes.
- Processing purchase order requirements.
- Managing project and program documentation and contracts.
- Overseeing work performed by contractors and reporting on variations.
- Providing daily support to project team as directed by management.
- Work in a team with an exceptional culture
- Develop a solid database into strong sales pipeline



### Project Manager Requirements:

- BA/BS degree in Business Administration, Sales, or relevant field
- Ability to build rapport and collaborate with others within the company and externally.
- Proven work experience as an Account Manager, Key Account Manager, Sales Account Manager, Junior Account Manager, or relevant role
- Experience in a project administrator role;
- You are a highly motivated self starter;
- Passionate about supporting an organisations projects and programs;
- Success in effective management of deadlines and requirements;
- Have a passion for personal development;
- You have a demonstrated capability in both an autonomous and team environment;
- Strong communication skills and IT fluency;
- Competency in working with GDrive, Word, Excel, email & Google Slides .
- Experience in working with a defined Customer Journey and CRM Campaigns; &
- You're a strong communicator who is comfortable working with HR and Learning and Development
- Preferably experience in using Click UP or at least a comparable project management program.

### Other Important Business Functions

Function	Remarks
Customer Service	Build relationships with key employees among clients. Create plans to address client's needs. Advice client on creating profitable processes.
Customer relations	Schedule regular meetings with the clients to monitor their satisfaction and identify additional needs. Addressing client concerns and complaints to full resolution. Negotiate with client in setting boundaries and assist them to identify the full value of the service they are receiving.
Initiatives and strong negotiating skill	Successful on boarding of new clients, from understanding client's requirements to passing this onto the front office team. Reviewing products and contracts and coming up with the new initiatives to increase profitability.





### Education

Description
<ul style="list-style-type: none"><li>• Bachelor's Degree in Business Administration Marketing/ sales or related field.</li></ul>
<ul style="list-style-type: none"><li>• Any 4 years course or degree with proven 2 years experienced as Business Project Manager</li></ul>
<ul style="list-style-type: none"><li>• Business Analyst</li></ul>

### Personal Attributes

Description
<ul style="list-style-type: none"><li>• Skilled in multi-tasking and can work unsupervised</li></ul>
<ul style="list-style-type: none"><li>• Reliable and committed to meeting deadlines</li></ul>
<ul style="list-style-type: none"><li>• Works well under pressure</li></ul>
<ul style="list-style-type: none"><li>• Personable and pleasant to staff</li></ul>
<ul style="list-style-type: none"><li>• A keen attention to detail and strives for accuracy</li></ul>
<ul style="list-style-type: none"><li>• Own initiative and ability to think outside the box</li></ul>

