

Job Description

Job Title: Project Manager

Grade: Tier 3 – Manager/Technical Lead

Business Area: Gibfibre

Reports to: Senior Management

Main Purpose of the Job:

The Project Manager is responsible for several projects and will be tasked with the planning, budgeting, monitoring and reporting of progress using various methodologies whilst acting as a bridge between Senior Management and those assigned with executing pertinent tasks.

Key Responsibilities:

- Determine and define project scope and objectives
- Predict resources needed to reach objectives and manage resources in an effective and efficient manner
- Prepare budget based on scope of work and resource requirements
- Track project costs in order to meet budget
- Develop and manage a detailed project schedule and work plan
- Provide project updates on a consistent basis to various stakeholders about strategy, adjustments, and progress
- Manage contracts with vendors and suppliers by assigning tasks and communicating expected deliverables
- Utilize industry best practices, techniques, and standards throughout entire project execution
- Monitor progress and make adjustments as needed
- Measure project performance to identify areas for improvement



The above is a snapshot of KPI's for the role albeit is not an exhaustive list of responsibilities. In addition, from time to time you may be required to assist with other key deliverables as required by the business.

Core Skills/Experience

- Min 5 years of project management and related experience
- Proven ability to complete projects according to outlined scope, budget and timeline
- Experience seeing projects through the full life cycle
- Proven ability to solve problems creatively
- Excellent analytical skills
- Strong interpersonal skills and extremely resourceful
- Excellent communication skills; able to converse clearly and concisely over the phone, by email and in person internally and externally at a variety of levels
- Persuasive and goal-oriented
- Calm under pressure
- Experience in working in a dynamic, fast paced environment
- Previous experience in an ISP/Telecoms/I.T. business preferred

Qualifications/Technical Expertise

- Bachelor's degree in computer science, business, I.T. or a related field preferred
- Project Management Professional (PMP) certification desirable
- Strong familiarity with project management software tools desirable

Salary Range: Competitive

Hours of work: 10 to 15 hours per week/Flexible

Location: TBC

Cost Centre: TBC

