



WE NEED YOU

WE'RE LOOKING FOR

Retail Operations Project Manager

LOCATION:
Chertsey

WORKING HOURS:
Monday – Friday, 37.5 hours per week

SALARY/DAY RATE:
£35,000 - £40,000 Per Annum

OTHER BENEFITS:
10% Bonus, Life Assurance, PerkBox, Discounts, Aviva Pension, Samsung Discounts, Company Sick Pay.

CONTACT TYPE:
Full time

REPORTING IN TO:
Senior Project Manager

WE'RE LOOKING FOR A PASSIONATE PROJECT MANAGER

The Retail Project Manager will be responsible for the management and oversight of all central projects crossing multiple departments within the business. You will be responsible for supporting stakeholders from the initial brief through to final delivery, ensuring that work is briefed out to make sure that projects are delivered in full, on time and to budget. This role is perfect for a highly motivated and results-oriented PM who thrives in a fast-paced environment.

TO MAKE A REAL DIFFERENCE IN THESE AREAS

PROJECT MANAGEMENT

- Responsible for the entire lifecycle – from briefing and execution. This means witnessing your creative ideas come to life across Retail Channels.
- Remain informed of all change and project activity across the business to ensure control to protect against conflicting interests or double handling.
- Tracking project management plans and managing and solving problems, risks, and issues.
- Reporting to governance groups to agree project deliverables and keep up to date throughout process.
- Thinking innovatively and identifying new opportunities and best practice
- Develop and maintain a project framework for the business to work for all project sizes.
- Support the Retail Senior Projects Manager & Retail Senior GTM Manager to manage change.
- Ensure any project risks are flagged to line manager and registered and mitigated against
- Responsible for the closure phase of the projects (outputs, lessons learned, handover and benefits realisation review plan, KPIs)

STAKEHOLDER MANAGEMENT

- Liaise closely with internal and client stakeholders to understand project opportunities and support requirements.
- Support business leaders in building project case's including option ROI analysis for review.
- Partner and negotiate with leading suppliers to design and build exciting marketing plans for launch and adhoc projects.
- Ensure project stakeholders do not deviate from scope and budget guidelines, keeping teams focused on agreed deliverables.
- Manage the integration of project outputs into business-as-usual with all stakeholders, ensuring new furniture solidified into the BAU Go to Market process, addressing the readiness of users, compatibility of work systems and the realisation of benefits.

DIVISION
Retail Operations
Project Manager

PROCESS COMPLIANCE

- Ensure standard operating procedures are created and maintained to support any new or changing processes across Head Office functions.
- Manage and coordinate multiple complex activities simultaneously.
- Oversee all project related documentation, monitoring and reporting progress and all the administrative tasks that are required.
- Report on benefits realisation and initiatives
- Ensure insights are used to shape and build project proposals, encouraging innovative ideas.
- Build a comprehensive understanding of business processes and business terminology.

RELATIONSHIP BUILDING

- Build effective relationships across departments to assist in effective delivery and agreed objectives.
- Summarise business wide project progression, keeping Senior Leadership informed highlight any risks
- Meet with external suppliers / stakeholders when necessary.

BUDGET MANAGEMENT & ANALYSIS

- Develop and forecast project timelines and budgets for all business proposals.
- Analyse all completed and historic projects, obtaining detail on improvement areas for future projects

**OUR IDEAL PERSON &
THE ESSENTIALS WE'RE AFTER**

- You're an excellent project manager with experience of delivering projects on time and on budget.
- You're flexible, highly organised, action oriented, resilient, and forward thinking.
- You have a proven ability to work to deadlines and under pressure, in a fast-paced environment.
- You are self-motivated and able to demonstrate aptitude for proactive problem-solving.
- You have experience in managing multiple projects each with their own objectives and different stakeholders concurrently.
- Attention to detail and persistence to ensure that diverse project elements are complete and satisfactory.
- You will be a great communicator can build strong internal and external relationships to support successful project delivery ensuring alignment creating a winning mind-set and shared vision for team success.
- You will be able to prioritise your time and workload to deliver project objectives successfully to meet business needs.
- You are enthusiastic and are keen to learn with excellent commercial awareness.
- You will be a confident project leader taking ownership of project outcomes and activities.

DIVISON
Retail Operations
Project Manager

Our ETHIC values are at the core of everything we do, the way we think, the approach we take. These five values are qualities we look for in every single member of the Blue Square team.

