



WE NEED YOU

WE'RE LOOKING FOR JUNIOR PROJECT MANAGER

LOCATION:
Chertsey & Home working

WORKING HOURS:
Monday - Friday
37.5 hours

SALARY/DAY RATE/GRADE:
Up to £31,500 per annum

OTHER BENEFITS:
10% Bonus, Life Assurance, PerkBox Discounts,
Aviva Pension, Company Sick Pay, ETHIC Values -
Employee of the month: a chance to win a £500
lifestyle voucher!

CONTACT TYPE:
Permanent

REPORTING IN TO:
Senior Project Manager

blue square.

**SAMSUNG
JUNIOR PROJECT
MANAGER****WE'RE LOOKING FOR A PASSIONATE RETAIL
PROJECT SPECIALIST**

We are seeking a highly motivated and detail-oriented Junior Project Manager to join our dynamic team within the MX Retail Projects Team. You will be responsible for supporting MX retail projects delivering innovative retail solutions. You will help drive solutions from the initial brief through to final delivery, ensuring that retail projects are delivered in full, on time and to budget.

TO MAKE A REAL DIFFERENCE IN THESE AREAS**PROJECT MANAGEMENT**

- Responsible for assisting the entire lifecycle – from briefing and execution. This means witnessing creative ideas come to life across Retail Channels.
- You will get asked to lead and execute smaller projects for the team and business once confident with understanding the business.
- Thinking innovatively and identifying new opportunities and upholding best practice and ETHIC Values
- Support the Retail Senior Projects Manager & Retail Senior GTM Manager to deliver on quarterly business objectives
- Ensure any project risks are flagged to line manager and registered and mitigated against
- Assist with managing project timelines and budgets for all business proposals

STAKEHOLDER MANAGEMENT

- Stakeholders will be external (marketing agencies, venues, Partners) and Internal
- Support business leaders in building project case's including option ROI analysis for review
- Assist with leading suppliers to design and build exciting projects from concept to delivery
- Ensure project stakeholders do not deviate from scope and budget guidelines, keeping teams focused on agreed deliverables

PROCESS COMPLIANCE

- Manage and coordinate multiple complex activities simultaneously
- Ensure all your projects' creative assets / artwork are processed with mandatory stakeholders and portals.
- Assist with preparing all project related documentation, sharing reporting and all the administrative tasks that are required.
- Report on performance on executions in life to monitor ROI
- Ensure insights are used to shape and build project proposals, encouraging innovative ideas
- Build a comprehensive understanding of business processes, portals and business terminology

RELATIONSHIP BUILDING

- Build effective relationships across departments to assist in effective delivery and agreed objectives

SAMSUNG
JUNIOR PROJECT
MANAGER

- Summarise business wide project progression, keeping Senior Leadership informed highlight any risks
- Meet with external suppliers / stakeholders when necessary
- Assist with managing project timelines and budgets for all business proposals

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

- Willing to embrace, live and embed our ETHIC values, Excellence, Together, Heart, Integrity & Curious.
- You're flexible, organised, action oriented, creative and forward thinking.
- You can work to deadlines and in a fast-paced environment.
- You are self-motivated and able to demonstrate aptitude for proactive problem-solving.
- You foster a collaborative approach to working and can work within a team environment as well as working on project deliverables on your own.
- You will take accountability of the delivery of sub objectives assigned that are key for the success of the overall projects
- On occasion, you will be comfortable delivering smaller projects end to end with guidance the team and manager.
- Attention to detail and persistence to ensure that diverse project elements are complete and satisfactory
- You will supply a cadence of reporting allowing transparency of the status on projects and deliverables.
- 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 and comfortable asking questions to ensure project objectives are met effectively and timely.
- You will be a great communicator and can build strong internal and external relationships to support successful project delivery ensuring cross functional alignment creating a winning mind-set and shared vision for team success.

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.

