



# WE NEED YOU

## WE'RE LOOKING FOR

Retail Project Manager

### LOCATION:

Chertsey & Home Working

### WORKING HOURS:

Monday – Friday, 37.5 hours per week

### SALARY/DAY RATE:

£35,000 - £40,000 Per Annum

### OTHER BENEFITS:

10% Bonus, Life Assurance, Rewards Hub, Discounts, Aviva Pension, Samsung Discounts, Company Sick Pay.

### CONTACT TYPE:

Permanent

### REPORTING IN TO:

Senior Retail Projects Manager

**SAMSUNG  
RETAIL 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.

## TO MAKE A REAL DIFFERENCE IN THESE AREAS

### PROJECT MANAGEMENT

- Monitor and lead the project lifecycle for projects across the business
- Remain informed of all change and project activity across the business to ensure control to protect against conflicting interests or double handling
- 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 project risks are 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 board review
- 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

### 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

SAMSUNG  
RETAIL PROJECT  
MANAGER

### RELATIONSHIP BUILDING

- Build effective relationships across departments to assist in effective delivery of set and agreed timelines
- Summarise business wide project progression, keeping Senior Leadership informed
- 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 managing with experience managing a range of small and large projects
- You have a great operational mindset and can effectively problem-solve
- You can build strong internal and external relationships to support successful project delivery
- You are enthusiastic and are keen to learn
- You will be a confident project leader taking ownership of project outcomes and activities
- You can communicate with confidence and inspire change
- You can work with independence and as part of a team to deliver business-wide projects

**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.**

