



Project Manager

Location: Primarily based in Wolverhampton but may have some requirements to travel to other locations as and when required.

Reports to: Operations Manager

Salary Range: £35,000-45,000 per annum

Working hours: Full time

The Business:

Lloyd James Media Group is an independently owned diverse group of well-established businesses, that operates across several vertical markets including, financial services, legal, media, and software.

With our headquarters based in Wolverhampton, we have an expanding team of over 250 colleagues who are constantly striving to uphold and deliver on our core values of integrity, accountability, diligence, perseverance, and self-discipline. Our values help our business to provide our customers with exceptional high-quality services.

We are an award-winning business, that is fast, flexible, innovative, inclusive, and fun. We welcome individuals who are bright, engaging, ambitious, & enthusiastic.

We are looking for the right individual with project management at the fore front of their mind, determined, motivated and hungry for success to hit the ground running and shine!

The Role:

The project manager is responsible for the end-to-end implementation and management of a specified project from initiation to close. For CAS this could be specific to a product or a specified function, covering 6 core aspects - scope, resourcing, scheduling, problem solving & risks, budgeting & forecasts, and quality & performance. Project managers work on specific projects that have definite outcomes, time limits, and must stay within a budget.

Scope – Work with internal stakeholders and external partners (where necessary) to define the concept and create a process to bring it to fruition. This includes setting and managing expectations, developing a detailed project plan, defining the scope of the project, and assigning team members to specific tasks.

Resourcing – Accountability for managing resourcing requirements in consideration to tasks identified. Leading a team capable of meeting or exceeding expectations of the project, whilst eliminating areas of risk/weakness in resourcing or capability gaps. Assemble and manage the team - guiding, training, and coaching to enable success with open communication and motivation to achieve.

Scheduling – Creating an accurate timeline for individual tasks leading to project completion. Ensuring tasks are finished within the confines of the assignment. Be aware daily on how the project is progressing, manage risks associated with the knock-on effect of delays and barriers to completion.

Problem solving & risks – The go to point for unexpected issues/problems that need resolving whether in process, resource, budgeting, or any aspect of the project. Anticipation of complications, identifying solution and being adaptable are key to keeping control of a project. Having a firm grip on project objectives to limit scope creep and enable solutions within the agreed parameters.

Budgeting & forecasting – End to end budget management, project forecasting and P&L throughout the lifespan of the project. Drive cost efficiencies across functions with ongoing transparency to all stakeholders.



Your Claim Matters

Quality & performance – Responsible for quality control to ensure the project meets the expected standards. Qualification of QC's and checklists complete at each stage and task owners meet required standards. Responsible for evaluating efficiency and effectiveness, that the project achieves against forecasts and that KPI's are measured, assessed, reviewed, and improved. Data is tracked throughout the process and future proofing established. Wash up on what went right, needed improvement and rewarding team members who excelled during the project.

Responsibilities

- Fully understand project specific objectives from all key stakeholders, identify and manage contradictory requirements and challenge to drive effectiveness
- Manage project specific opportunity, forecasting, KPI's and budgets
- Lead project team briefings, strategy, insight, and implementation sessions, specific to projects/products
- Effectively map out project timelines specific to functions and track to ensure accountability
- Develop and manage process maps for review and approval of marketing materials/ projects
- Manage function specific checklist and stakeholder sign off process
- Identifying and managing risk, problem solving, and barriers identified by the team
- Follow best practice standards and instil high quality within the team, ensure QA
- Manage timelines, coordinate tasks, and ensure projects are running accordingly and within budget
- Team motivation, assessing skill gaps or resourcing issues
- Build and maintain excellent relationships with all internal and external stakeholders
- Actively encourage fee negotiation with third party service providers to secure company profitability
- Ensure project delivery meets expected outcomes and benefits

Essential Requirements:

- Proven work experience as project manager or similar role
- Extensive experience in a fast-paced administration and project management
- Knowledge of organisational effectiveness and projects management
- Familiarity with business and financial principles
- Excellent communication skills with the ability to communicate at all levels
- Outstanding organisational and time management skills
- Qualification within PMP, PRINCE2 or Six Sigma is preferred
- Degree in Business, Project Management, or related field

Why would I want to work here?

As a business we pride ourselves on our core values of being open, honest, and hardworking. This is a huge potential to develop and grow within a fun and exciting environment, where your perspective matters, your development is at the forefront where endless opportunities are offered to support your personal growth and expansion of the business by having a voice and being part of making critical business decisions, you will no longer be viewed as a cog in a wheel!

- As a Project Manager you will enjoy a secure, supportive, and progressive working environment
- Your contribution and achievements will be recognised and rewarded
- Comprehensive training as well as development and career progression opportunities
- 28 days holiday (including 8 statutory bank holidays)
- Various lifestyle benefits

What we are looking for:



Your Claim Matters

- Ambitious and inspirational individual who is motivated from start to finish with all projects and driven to achieve
- Tenacious attributes while driving productivity
- The ability to develop and track budgets
- Able to take instruction, process, act and improve
- Excellent time management and organisational skills
- Professional and self-motivated
- A hunger to achieve and go above and beyond
- Strong customer service who put the customer at the forefront
- KPI target driven

If you tick all the boxes and want to step away from the typical 9-5, then apply today!!