

Associate Project Manager – Job Description

Name	-
Commencement of Role	-
Reporting to	- Head of Projects

Introduction

In this role you will be reporting directly to the Head of Projects. You will form a key part of the projects team, delivering projects on behalf of Brilliant Stages.

As an Associate Project Manager you will have the responsibility for the management of smaller projects and assisting Project Managers/Senior Project Manager in the delivery of larger projects.

Role Description

- To assist with the delivery of projects as assigned by the Head of Projects.
- To be a representative of Brilliant Stages and communicator to the client, with emails and face to face or telephone conversations promoting and upholding strong professional and business content at all times.
- Ensure all project administration and information on-boarding is carried out for the project including; project scope, project schedule, cost file, and cost code tracker.
- Work closely with the Project Manager to be responsible for management of costs on project, ensuring procurement of parts is done with due diligence – ensuring parts meet engineering criteria and cost file cost.
- Work with Project Managers to review and upload cost code trackers to be submitted weekly to Senior Project Managers.
- Work with Project Manager to ensure project scope and schedule to be updated daily.
- Assist with planning and managing of onsite staff, to include plant, certified staff as required, complete daily task reports and return to the Head of Projects and Operations Director at completion of every shift.
- Assist in the collating of information for project closure, project 'wash up' meeting is undertaken, or statement is produced- including final financial summary, any reported issues, comments and notes.
- As directed by the Head of Projects or Senior Project Manager, assist Project Managers on other current ad-hoc projects.
- Support the project management team in the co-ordination, planning and management of large agile projects.
- Assist the project manager in the production and maintenance of project resource plans and budgets.
- Ensure the agreed project management methods, standards and processes are maintained throughout the project lifecycle.
- Assist the Projects team in the application of project procedures, disciplines, recording and reporting.
- Adaptable to work on multiple projects at any one time, keep good and accurate note taking is required to ensure all work can be communicated and is traceable.

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Key Competencies Include:

- Administration and organisation skills.
- Knowledge of specialist tools and techniques for the management and coordination of projects.
- Knowledge of the best practices for project management and business research.
- Excellent organisational skills and keen attention to detail.
- Good information gathering, storage and publication.
- Good IT skills, proficiency in Microsoft Excel is required.
- Ability to communicate clearly and concisely with a wide range of audiences, in both oral and written contexts.
- Be comfortable giving and receiving constructive feedback.
- Excellent time keeping.
- To hold a clean driving license.
- Understanding of Live events.

From time to time it may be that other duties are assigned to you by the head of projects or projects team.

Brilliant Stages Ltd undertakes annual appraisals each year, and we seek to reward commitment and work performance.