



Halo Job Description: Junior Project Manager

Job Purpose:

Responsible for leading small/medium projects within the business, managing all aspects from the beginning, to the end of its life cycle. The role requires strong organisation and time management skills with the ability to make the right decisions under pressure.

Key Responsibilities:

- Responsible for delivering small/medium projects as directed by the Senior Project Manager.
- Manage the day to day operational aspects of a project successfully, ensuring processes are followed and project documentation is completed, providing regular progress updates to the Senior PM.
- Work with the design and build team, to create and manage project timelines throughout the build process ensuring that all deadlines are met
- Develop and maintain strong relationships and communications with both suppliers and clients on a project.
- Build, manage and track project budgets, driving margins and maximising profits.
- Build risk assessments and method statements for client submission
- Manage the operational and administrative aspects of a project, ensuring this is done efficiently and to a high standard.
- Support the Senior PM as required in the development and smooth delivery of large scale projects.
- Understand and uphold H&S procedures for live events and production
- Conduct post project debrief evaluations, sharing knowledge from the build with the wider team.
- Stay up-to-date with industry developments and tools so the company can employ the most efficient and cost effective ways of working

Person Specification:

- Excellent communication, interpersonal and team working skills
- Strong planning, organisational and time management skills
- Ability to multitask and prioritise workload particularly when working on a number of projects simultaneously

- 1 -3 years Junior PM experience in a similar / related industry

Benefits

- Competitive salary and discretionary annual bonus
- Enrollment into the company pension scheme
- 20 days holiday plus bank holidays plus an extra 5 days at christmas
- Private single cover healthcare with Vitality and access to a mental health support package and various partnership discounts and benefits
- Hybrid working after probation
- Brand new office with gym and swimming pool access
- Cycle to work scheme
- Buy and sell holiday scheme
- £50 a month towards gym membership and phone bill
- Regular socials and christmas and summer events