

## Job description

<b>Job title:</b>	<b>Project Manager</b>	<b>Department:</b>	<b>Operations</b>
<b>Location:</b>	<b>London</b>	<b>Type:</b>	<b>Permanent</b>
<b>Reporting to:</b>	<b>Head of Operations</b>		

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### Overview

Colebrook Bosson Saunders is a successful award-winning design and manufacturing company who specialise in elegant, ergonomic office equipment used globally. Due to significant business growth an opportunity is now available for a Project Manager to join the small enthusiastic team supporting the business to transition to the next stage of their development.

### Purpose of the Role

This role would be ideally suited to an individual who has recently completed, or is considering undertaking the formal Project Management accreditation. Alternatively, an individual that has demonstrable experience in the product development lifecycle, through Product Design, Engineering or Product Management that is looking for a new challenge.

You will be responsible for project managing all NPD projects and special projects as required. As a dynamic individual with strong negotiation skills you will enjoy creating, initiating and managing change, whilst project managing the development of award winning creative products from concept through to customer delivery. This is a challenging, pivotal role to the business and you will revel in this expectation, enjoying the challenge for continual development of a world class business.

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Your responsibilities will include but are not limited to:

- Lead the NPD/NPI process in adhering to the key constraints of Scope/Cost/Time.
- Work closely with the Design and Engineering Managers and global outsource suppliers understanding and working with cultural differences to ensure project and business objectives are met
- Create, deliver project plans and revise as appropriate to meet changing needs, ensuring successful project outcome.
- Concisely present reports defining project progress, problems and solutions to key stakeholders
- Identify resources, assemble and coordinate project staff
- Meet financial objectives by forecasting requirements; preparing budgets; scheduling expenditures; analysing variances and initiating corrective actions
- Provide direction, mentoring and support to the project team
- Effectively manage risk to ensure issues are identified early and mitigated against
- Develop KPI's that concisely show the performance of this position against targets, problems and solutions to key stakeholders

- Interface extensively with external and internal stakeholders globally to ensure seamless coordination and hand offs between all contributors to order fulfilment. Driving effective and timely communication between upstream and downstream stakeholders to ensure optimal project/engineering performance, agility and flexibility.
- Maintain quality of service by enforcing quality and customer service standards; analysing and resolving quality and customer service problems; identifying trends and implementing system improvements to deliver “Best in Class”.
- Maintaining personal and business technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies.
- Ensure that the business is continually improving by developing ways of delivering projects that improves time to market, Cost, and Quality.

### **Education, Experience and Competencies**

- Knowledge and hands on experience of both theoretical and practical aspects of product development project management
- Proven talent in people management and leadership
- Proven talent in strategic thinking
- Proven talent in change management
- Proven experience in risk management
- Proficient in project management software
- Proven problem solving and process improvement skills
- Able to demonstrate ability to lead RCCA and implement corrective action within a cross functional team

### **Characteristics**

- An excellent people manager and leader
- Proven ability to lead teams to deliver challenging projects, to cost, quality and delivery
- Proven ability to initiate and implement organisational change
- Strong negotiation skills
- Decisive decision maker
- Able to identify actions required and create clear priorities against measured goals
- Strong planning and organisational skills
- Flexible, self-motivated and approachable
- Methodical and highly organised
- Demonstrates enthusiasm and accountability