

Junior Project Manager

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Company: NPSG Global

Location: Spain

Category: arts-design-entertainment-sports-and-media

Junior Project Manager | Automation, Mechanical and Electrical

NPSG Europe provides premium project delivery solutions to our customers through our diverse people and partners within the emerging sector of e-fulfilment warehouse implementation. We are committed to providing a flawless execution, driven by our focus on the customer, process, innovation and high performing teams.

Due to our continued success, we are expanding our **Automation division**, specialising in **installation, integration and fit out projects** with an M&E bias and a particular focus on **material handling solutions**.

This is an excellent opportunity to progress your career within project management, acquiring crucial team leadership skills in a site-based project environment. Ideally you will come from an Engineering or M&E background with experience of managing small to medium projects or a section of a larger/ more complex project. Preferably you will have knowledge of installation, fit out or integration.

This opportunity is site-based, the role holder will be expected to travel across Europe to support project demands, with accommodation and travel arranged and provided by NPSG, so accessibility to a major international airport is preferred, candidates must also hold a valid European driving licence. Please apply with a CV in English to be considered.

Key responsibilities include:

Managing, coaching and developing various site based teams of both an internal and agency workforce - including performance management and evaluation in agile environment –

ensuring a best in class delivery

Preparing a site for the go live date – including setting up work stations, inventory and workflows

Assisting in completing quality documentation/reporting including burn/status reports - managing Work in Progress materials and project related documentation in an orderly fashion

Management of the health & safety protocols for the team on site, working with our internal HSE team in delivering safety meetings and safety checks and ensuring all statutory regulations and company safety policies are adhered to by the NPSG Europe team

Working in collaboration with our Inventory and Operations teams to ensure materials are procured to site and deployed across work stations

Planning, scheduling, assigning work, and ensuring that activities comply with company policies and procedures, codes and regulations

Monitoring product quality and customer relations and creating and implementing corrective actions as required to resolve problems

Consulting with the Project Manager and Client regarding designs, schedules, tooling, equipment utilisation, workflow, unique requirements of specific orders, costs and safety

Advising senior managers regarding improving quality and efficiency

Required profile:

Degree educated, preferably in Project Management, Electrical, Automation or Engineering and/or certification/accreditation in Project Management such as Prince 2/PMP etc

3+ years experience in managing complex projects

Proficient in the use of Microsoft Office: Excel, Word and Outlook, Microsoft Project knowledge as user, Cloud based databases user and management skills, AutoCAD Viewer and AutoCAD basic skills – You must have the ability to read drawings and identify specifications

You will be expected to lead a team in a client facing environment, so you must be a strong communicator with proven leadership skills and a history of stakeholder management

NPSG Europe are committed to promoting equal opportunities for all employees and candidates, supporting a diverse, safe and inclusive environment for all. We believe everyone has the potential to succeed. We encourage applications from all candidates even if you don't meet all the experience criteria.

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