



## Junior Project Manager

### The role

We are looking for a Junior Project Manager to support our team of Project Managers helping them achieve successful project delivery.

You'll work closely with the Project Managers assisting with contract negotiations, the management of the project throughout its lifecycle and the detailed reports issued to the client and Senior Project Manager. Other duties may include helping with jobcard completion, cashflow forecasting.

A working knowledge of one or more of our market sectors (Oil & Gas, Rail, Telecoms, Highways) would be preferred and you should have achieved 4 or more GCSE's including Maths and English. You'll be proficient in Microsoft Word, Excel, Outlook and be familiar with Microsoft Project.

Using your excellent written and verbal communication skills you should be confident in dealing with colleagues at all levels. You should be able to multi-task, be hardworking and enjoy being in a fast-paced environment. You'll need great organisational skills, be someone who pays great attention to detail and understands the importance of confidentiality.

As you progress you'll have the opportunity to take responsibility to deliver your own projects under guidance of the Senior Project Manager Team.

So, if you're a team player, with a high degree of professionalism, motivated, flexible, possess strong administration skills, and a real passion for delivering excellent service, this could be your ideal role and you could be just the person we are looking for to join our team.

To apply for this role please send you CV and a covering letter telling us why you'd like to come and work with the team here at Optilan and what you can bring to this role.

Please make sure you include details of your current salary and notice period and send it to our HR team at [recruitment@optilan.com](mailto:recruitment@optilan.com).