

Entry-Level Project Manager

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Company: Snaphunt

Location: United Kingdom

Category: computer-and-mathematical

The Offer

Work in a company with a solid track record of performance

Work alongside & learn from best in class talent

Flexible working options

The Job

Key Responsibilities:

- 1 . Assist in Project Planning: Collaborate with project managers to assist in defining project scope, objectives, and deliverables.
- 2 . Team Support: Work alongside project teams, helping to coordinate activities and ensure team members are informed and aligned with project goals.
- 3 . Documentation: Maintain project documentation, including project plans, meeting minutes, and status reports.
- 4 . Stakeholder Communication: Assist in providing regular updates to stakeholders on project progress and changes.
- 5 . Quality Assurance: Participate in quality control activities to ensure project deliverables meet established standards.

- 6 . Resource Management: Support the allocation of resources and ensure they are utilized efficiently.
- 7 . Learning and Development: Continuously learn and develop project management skills through training and hands-on experience.

The Profile

Bachelor's degree in a relevant field (e.g., Business, Computer Science, or Engineering).

Strong desire to pursue a career in project management.

Excellent communication and teamwork skills.

Detail-oriented and highly organized.

Eagerness to learn and adapt to various project management methodologies.

A basic understanding of project management concepts is a plus.

The Employer

Our client is a forward-thinking digital solutions provider committed to transforming the hiring process.

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