

## Junior Project Manager

[Apply Now](#)

Company: Oxon Park Ltd

Location: Bourne End, Hertfordshire

Category: management

Oxon Park Ltd is recruiting for a well-known and prestigious Construction Consultancy business, based in Bourne End, Hertfordshire. Our clients run an idyllic modern office in the village with beautiful countryside views - although a lot of their work is in London and the Home Counties, the office couldn't be further from the hustle and bustle environment of the capital.

Established almost 15 years ago it is a relatively small team of around 20 individuals. A wonderful change for those who have worked in large companies where they felt like just a number rather than a respected team member.

## Junior Project Manager

### About the Role:

We are looking for a driven and self-motivated Junior Project Manager to join a dynamic team working across varied healthcare projects. The Junior Project Manager will provide ongoing support to the Senior Project Manager, managing building projects from start to finish under their guidance, liaising with clients and colleagues at all levels to ensure timescales, health and safety regulations, and other contractual agreements are met at all times.

## Key Responsibilities:

- \* Overseeing and tracking project management with minimum supervision.
- \* Ensuring all aspects of the work carried out meet with contractual requirements and that the contract is delivered on time, within budget and of excellent quality.
- \* Tracking projects accurately and in detail on the project management platform.
- \* Practising the Company's project management and quality control procedures.
- \* Building strong relationships with clients.
- \* Supporting Senior Project Manager.

## Key Requirements:

- \* Proven track record in successful end-to-end project management or coordination
- \* Experience in healthcare construction management and/or construction-related degree
- \* NEC/JCT contract experience would be beneficial
- \* Excellent verbal and written communication skills
- \* Good knowledge of Microsoft 365
- \* General IT proficiency
- \* Full UK driving licence

What is on offer:

- \* Competitive salary dependent on experience
- \* 33 holiday days a year including bank holidays
- \* Discretionary bonus
- \* Role-related training opportunities

Job Type: Full-time. Occasional out-of-hours work may be required.

Job Location: Hertfordshire and London

Desired experience: 2+ years Construction Project Coordinator or similar experience

Job Types: Full-time, Permanent

Salary: £29,000.00-£35,000.00 per year

Benefits:

\* Company pension

\* Free parking

\* On-site parking

\* Paid volunteer time

Schedule:

\* Day shift

\* Flexitime

\* Monday to Friday

Supplemental pay types:

\* Bonus scheme

Application question(s):

\* Experience in healthcare construction management and/or construction-related degree?

\* NEC/JCT contract experience?

Experience:

\* management: 1 year (preferred)

Ability to Commute:

\* Hemel Hempstead (required)

Ability to Relocate:

\* Hemel Hempstead: Relocate before starting work (required)

Work Location: In person

[Apply Now](#)

#### Cross References and Citations:

1. Junior Project Manager [ManchesterjobsearchJobs Bourne End, Hertfordshire Manchesterjobsearch](#) ✓
2. Junior Project Manager [Maxillofacialjobs Jobs Bourne End, Hertfordshire Maxillofacialjobs](#) ✓
3. Junior Project Manager [Communityjobs Jobs Bourne End, Hertfordshire Communityjobs](#) ✓
4. Junior Project Manager [Buenosairesjobs Jobs Bourne End, Hertfordshire Buenosairesjobs](#) ✓
5. Junior Project Manager [ThehiredjobsJobs Bourne End, HertfordshireThehiredjobs](#) ✓
6. Junior Project Manager [Realestatejobsnearme Jobs Bourne End, Hertfordshire Realestatejobsnearme](#) ✓
7. Junior Project Manager [Restaurantjobsnearme Jobs Bourne End, Hertfordshire Restaurantjobsnearme](#) ✓
8. Junior Project Manager [Algeriajobs Jobs Bourne End, HertfordshireAlgeriajobs](#) ✓
9. Junior Project Manager [Doctorjobsnearme Jobs Bourne End, Hertfordshire Doctorjobsnearme](#) ✓
10. Junior Project Manager [SoftwaregiantcareersJobs Bourne End, Hertfordshire Softwaregiantcareers](#) ✓
11. Junior Project Manager [Searcheruropeanjobs Jobs Bourne End, Hertfordshire Searcheruropeanjobs](#) ✓

12. Junior Project Manager Gynecologistjobs Jobs Bourne End, Hertfordshire  
Gynecologistjobs ↗
13. Junior Project Manager Europejoblistings Jobs Bourne End, Hertfordshire  
Europejoblistings ↗
14. Junior Project Manager Uzbekistanjobs Jobs Bourne End, Hertfordshire  
Uzbekistanjobs ↗
15. Junior Project Manager Searchcanadajobs Jobs Bourne End, Hertfordshire  
Searchcanadajobs ↗
16. Junior Project Manager Seekingjobs Jobs Bourne End, HertfordshireSeekingjobs ↗
17. Junior Project Manager Delhijobs Jobs Bourne End, HertfordshireDelhijobs ↗
18. Junior Project Manager DatascientistjobsJobs Bourne End, Hertfordshire  
Datascientistjobs↗
19. Junior project manager Jobs Bourne end, hertfordshire ↗
20. AMP Version of Junior project manager ↗
21. Junior project manager Bourne end, hertfordshire Jobs ↗
22. Junior project manager Jobs Bourne end, hertfordshire ↗
23. Junior project manager Job Search ↗
24. Junior project manager Search ↗
25. Junior project manager Find Jobs ↗

Source<https://uk.expertini.com/jobs/job/junior-project-manager-bourne-end-hertford-oxon-park-ltd-2819-27293/>

Generated on: 2024-05-01 by [Expertini.Com](https://uk.expertini.com/)