

Junior Project Manager

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Company: Interaction Recruitment

Location: Leeds

Category: business-and-financial-operations

Overview

Reference

437227 **Salary**

Up to £26,000 per annum **Job Location**

- United Kingdom -- England -- Yorkshire and the Humber -- West Yorkshire -- Leeds **Job**

Type

Permanent **Posted**

Monday, April 22, 2024

Role: Junior Project Manager

Location: Leeds (Office Based)

Salary: up to £26,000 per annum (experience dependent).

Junior Project Manager Description:

Interaction are delighted to be working with a lively West Yorkshire based Market Research company looking to welcome an ambitious, self-motivated **Junior Project Manager** into their growing Leeds hub to support in the delivery of **market research projects** both internationally and in the UK. The successful **Junior Project Manager** will work across all stages of the project life cycle, handling a wide range of administrative tasks.

Junior Project Manager Responsibilities:

Manage fieldwork logistics ensuring products & packs are delivered and collected to specified timeline.

Ensure all project task systems are accurately set up and maintained.

Contribute to project briefings to ensure relevant questions and details of the project are covered.

Be responsible for all project 'onboarding' tasks (invitations, NDAs, registrations etc).

Liaise with a variety of internal and external teams, moderators, translators, viewing facilities etc. to identify and execute the best approach for each project.

Ensure all stakeholders are kept up to date during the duration of the project.

Participate in team fieldwork duties, which may be held in off-site locations.

General administration duties as required to fulfil this role and support the team.

Junior Project Manager Skills:

Strong collaborative teamwork skills with a 'can do' attitude, always looking for solutions as challenges arise.

Great planning and organising capability, comfortable juggling numerous projects at any one time.

Good customer relationship and communication skills, both written and verbal.

Great attention to detail.

Computer literacy using MS Office.

Junior Project Manager Benefits:

Paid-for social events and travel to season-ticket loans.

Dental cover.

Workplace pension.

28 days annual leave + birthday off.

A stronger together culture that gives everyone the confidence to be brave and go further.

A supportive work environment where talent is recognised and given opportunities fast.

Good vibes and a thirst for fun!

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