

JUNIOR PROJECT MANAGER

PURPOSE OF THE POSITION

To perform and engage to the best of your abilities all duties & responsibilities reasonably assigned to you.

You will do your best to safeguard and promote the business and its interests.

You will preserve the company's reputation and goodwill at all times.

Your duties and responsibilities will include, but will not be limited to the following:

DUTIES:

Manage project on time and within budget

Client Meetings

Swiftly deal with any problems or issues

Motivate and assist in co-ordinating the work and activities of the team

Answering all e-mail queries

Perform day-to-day administrative tasks

Update the necessary Databases and Templates

Weekly meetings

Reporting

MINIMUM REQUIREMENTS:

3 year Qualification in Project Management

Valid Driver's License

Own Reliable Vehicle

Computer Literate including Excel

People Skills

Presentable

Team Player

Directors:

Angela Roberts | Johan Smith | Willem Joubert | Novern Holder

Company reg: 2013|068276|07

