

Ocean Interiors Ltd. requires a Project Manager

Job Summary:

This position requires a high degree of independent decision making and professionalism - responsible for managing overall project planning and scheduling, resource allocation, project accounting, and control, while providing technical direction and ensuring compliance with quality standards. In addition, responsibilities span a broad spectrum, covering all the areas of project management such as - project planning, cost management, time management, quality management, contract Administration, and safety management. A minimum of five years experience is required.

Key Job requirements and experience:

- Performs all functions inherent in management through key role in project planning, budgeting, and identification of resources needed
- Formulation of payment applicants, final accounting, close-out procedures and cost reporting
- Responsible for the quality of services provided by the company in their relationship with client representatives, contractors and suppliers
- Ensure that activities move according to predetermined schedule
- Devise the project work plans and make revisions as and when need arises
- Communicate effectively with the supervisor(s) and workers responsible for completing various phases of the project
- Maintain strict adherence to the budgetary guidelines, quality and safety standards
- Effective time management and logical decision-making ability
- Responsible for all employee staffing and administration
- Capacity to handle pressure
- Strong focus on quality
- Strong verbal and written communication skills
- Computer skills including Microsoft Office and Email
- Attention to detail is a must

Applicants must be able to work under pressure to tight timelines. Must be willing and able to work weekends and public holidays on demand as required, based on client's schedule.

Please send resume with at least two employment references that supports work history, to Wright Consulting, P.O. Box DV 569, Devonshire DV BX, no later than 3 May 2022. (Tel: 292-4551)

"We have a zero tolerance to drug and alcohol abuse"

Based on the nature of this role, a police certificate is required.