

Job Title	<b>Project Manager</b>
Type	Full time and Permanent
Salary	Negotiable
Location	London
Reporting To	Head of Project / Executive Director
Availability	Immediate
Apply	Recruitment@pnbint.com

## DUTIES / JOB DESCRIPTION

<b>Key Accountabilities</b>	<ul style="list-style-type: none"> <li>• Own the delivery and implementation of all the projects across the Bank with thin the targeted timeline.</li> <li>• Responsible for planning and managing all aspects of the delivery of projects</li> <li>• Lead the negotiations with third parties/vendors which involves the selection of suppliers, agreement, planning, timelines and quality of deliverables</li> <li>• Providing an update on the ongoing Projects to Senior Management and highlighting any risks associated.</li> </ul>
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<b>Project Management</b>	<ul style="list-style-type: none"> <li>• Collaborates with stakeholders to document project scope, deliverables, goals, costs, risks and estimated resources needed.</li> <li>• Ensures that projects remain in-scope and meet budgetary, scheduling, and quality requirements.</li> <li>• Creates, manages, and distributes project communications like project tracker, schedules and more to relevant stakeholders across the Bank</li> <li>• Provides project status updates at predetermined time intervals to all stakeholders, including Senior Management.</li> <li>• Communicates routinely to management, project team members, and other stakeholders, actively soliciting and addressing feedback.</li> <li>• Assists in business development efforts to create project proposals, RFPs, estimates, and schedules.</li> <li>• Sets and monitors project budgets and staffing requirements.</li> <li>• Ensures adherence to legally binding requirements.</li> <li>• Plan, schedule, monitor, and report on activities related to the project</li> <li>• Establishes key project criteria metrics.</li> <li>• Develop project control and reporting procedures and manage changes in operational plan</li> <li>• Plans and leads status review meetings, which may include internal team members and vendors</li> <li>• Responsible for training, managing, and motivating the project team, as well as resolving team conflicts.</li> <li>• Resolves technical and operational issues as required.</li> <li>• Implement best project management practices within the Bank</li> </ul>
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<b>Skills and Experience Required</b>
<ul style="list-style-type: none"><li>• 3+ years of proven experience in Project Management at a mid-senior level.</li><li>• Excellent project management skills including prioritization, scheduling, and documentation.</li><li>• Ability to build strong relationships and communicate effectively with internal and external stakeholders.</li><li>• Solid technology and digital projects understanding and ability to define and refine requirements through a project lifecycle.</li><li>• Strong analytical and problem-solving skills to manage shifting priorities, demands and timelines.</li><li>• Ability to quickly learn, understand and apply new technologies.</li><li>• Willingly to mentor more junior team members and share knowledge.</li><li>• Strong excel, presentation and analytical skills</li><li>• Understanding of the UK regulatory environment and due diligence processes</li><li>• Strong people management skills and thorough knowledge of banking products and services and a wider understanding of the banking universe. Effective team player to ensure smooth functioning at all levels of hierarchy</li><li>• Ability to work in a fast-paced environment with attention to detail and able to handle multiple-tasks with minimum supervision</li></ul>