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PR/117954 | Project Manager

Job Information

Recruiter
JAC Recruitment UK

Job ID
1548308

Industry
Business Consulting

Job Type
Permanent Full-time

Location
United Kingdom

Salary
Negotiable, based on experience

Refreshed
July 8th, 2025 16:38

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Business Level

Minimum Japanese Level
Business Level

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

Job Title: Project Manager
Location: London Office
Reports To: Executive Director
Employment Type: Full-Time/On-site

Job Overview:

We are seeking a detail-oriented and results-driven Project Manager to oversee and coordinate a wide variety of projects. Key responsibilities will and can include providing daily reports, managing a team of researchers/research assistants, partnering with the Assistant Project Manager, and overseeing the smooth operation of the London office. Additionally, their expertise will be instrumental in weekly client reporting, and they will actively contribute to negotiations and lobbying efforts with our partner organizations. The ideal candidate will bring both project management proficiency and demonstrated leadership in team management. Strongly recommend a background in consulting (ex: Deloitte, PWC, etc). International travel is expected with the role: potentially once to twice a month.

Key Responsibilities:

- Define project scope, goals, and deliverables that support business goals in collaboration with senior management and stakeholders.
- Develop detailed project plans, schedules, resource allocation, and budgets.
- Lead project meetings, set deadlines, assign responsibilities, and monitor progress.
- Manage changes to the project scope, schedule, and costs using appropriate verification techniques.
- Identify potential risks and develop mitigation strategies.
- Track project performance, analyze metrics, and report on progress to stakeholders.
- Foster communication and collaboration between teams.
- Ensure projects meet quality standards and customer expectations.

Qualifications:

- Master's degree in Business Administration, Project Management, or a related field. PMP, PRINCE2, or Agile certification is a plus.
- 3–5 or more years of experience in project management, preferably aligned with climate change, sustainable development and/or governmental experience.
- Strong understanding of project management methodologies (Agile, Waterfall, Scrum, etc.).
- Proficiency in project management software (e.g., Asana, Trello, Jira, MS Project).
- Excellent communication, leadership, and organizational skills.
- Ability to manage multiple projects simultaneously and meet tight deadlines.

Preferred Qualifications:

- Experience working with cross-functional teams.
- Familiarity with budgeting and financial reporting.
- Change management experience is a plus.

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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Company Description