PASCAL
Interior Design & Carpentry Services
a subsidiary of PASCAL INVESTMENT HOLDINGS (Pty) Ltd

DESIGN · CUT AND EDGE · INSTALLATION

www.pascal.co.za

Head office: Unit 2 Radium Park, 6 Proton Street,

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2018/493466/07. Reg No
4340292681. Vat No

INTERNAL/EXTENAL

Tittle: Project Manager

Company: Pascal Kitchen and Renovation Specialist

Job Type: Permanent

Salary: Market Related, Medical Aid, Pension Fund

Closing date: 20 March 2024

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Join our team and contribute to the success of exciting projects that make a real difference. We are a leading kitchen designing, manufacturing, and installation company seeking an experienced and passionate Project Manager to join our team. The Project Manager will play a key role ensure that projects are completed on time, within budget, and according to the predefined scope and quality standards.

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Responsibilities:

1. **Project Planning:** Collaborate with stakeholders to define project objectives, scope, deliverables, and timelines. Develop comprehensive project plans outlining tasks, resources, dependencies, and milestones.

2. **Resource Management:** Allocate resources efficiently, including personnel, budget, and materials, to ensure project requirements are met. Monitor resource utilization and adjust as necessary to optimize project performance.

3. **Risk Management:** Identify potential risks and develop mitigation strategies to minimize their impact on project success. Proactively monitor project risks throughout the project lifecycle and implement contingency plans when required.

4. **Stakeholder Communication:** Facilitate clear and consistent communication among project team members, stakeholders, and clients. Provide regular updates on project progress, milestones achieved, and any changes to project scope or requirements.

5. **Quality Assurance:** Establish quality standards and ensure adherence throughout the project lifecycle. Conduct regular quality assessments and implement corrective actions as needed to maintain high standards of deliverables.

6. **Budget Management:** Develop project budgets and track expenses to ensure projects are delivered within the allocated budget. Identify variances and implement corrective actions to mitigate cost overruns.

Director
P Hlongwane*(Managing Director)

Non - Executive Director
M Hlongwane
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7. **Conflict Resolution:** Resolve conflicts and issues that arise during project execution in a timely and effective manner. Foster a collaborative and supportive team environment to facilitate problem-solving and decision-making.

8. **Performance Monitoring:** Monitor project performance against key performance indicators (KPIs) and metrics. Analyze project data to identify trends, areas for improvement, and opportunities to optimize project processes.

9. **Documentation and Reporting:** Maintain accurate and up-to-date project documentation, including project plans, status reports, meeting minutes, and change requests. Generate regular reports for stakeholders and management to provide visibility into project progress and performance.

Requirements:

- Bachelor's degree in project management, business administration, or a related field.
- 2-3 years of experience
- Proven experience in project management, with a track record of successfully delivering projects on time and within budget.
- Strong leadership, communication, and interpersonal skills.
- Excellent organizational and time management abilities.
- Solid problem – solving and decision-making abilities, with a focus on driving results and achieving project objectives.
- Ability to work effectively under pressure in a fast-paced environment, managing multiple priorities and competing.
- Experience working in Interior Design
- Proficiency in project management tools and software

If you are a driven and results-oriented individual who is passionate about leading a team to success, we would love to hear from you. Please submit your resume and cover letter for consideration to opportunities@pascal.co.za

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