

CAREERS AT CERTSURE

Job Title:	Project Manager
Location:	Head Office in Bedfordshire
Salary:	Competitive salary plus excellent benefits
Hours:	Full time
Contract:	18mnths FTC
Vacancy Number:	021/06
Closing Date:	26 th February 2021

About the role...

We have an exciting opportunity for a Project Manager to join our Head Office in Bedfordshire. Certsure are embarking on modernising and digitally transforming significant parts of the business. This role has been created to lead designated projects over the next 18 months. This will be a dedicated role and will work across functional areas of the business and liaise with external 3rd party suppliers to deliver defined business requirements

About the company...

Certsure is a market-leading certification body. Operating the NICEIC and ELECSA brands, we've been in business for over 60 years. Our mission is to make a positive difference to our customers and our people, and to provide a service that's second to none. Our values are important to us, and are all about doing the right thing, making a difference, investing for the future and achieving results.

We're extremely proud to be a **Best Company to Work For**. This demonstrates how important our people are to us and recognises everything we do to make sure our people have a working experience that's the best it can be.

What you'll be doing...

- Leading the planning and implementation of defined projects.
- Defining a project's scope and goals.
- Planning and scheduling project timelines.
- Coordinating project staff.
- Resource planning and allocation.



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- Quality assurance.
- Risk management and mitigation.
- Managing project administration, including all documentation.
- Meeting budgetary objectives.
- Reporting regularly to senior management.
- Managing 3rd party suppliers.
- Tracking project performance.
- Project evaluation and results measurement

What we're looking for...

- Proven experience leading large complex projects from initiation to delivery, using proven project approaches such as Prince / Agile.
- Excellent organisational skills, to plan the use of people and resources to meet deadlines.
- Strong interpersonal skills, to motivate and lead your project team.
- The ability to monitor and control budgets.
- Good communication and negotiation skills, to manage expectations.
- The ability to use your initiative and make decisions under pressure.
- Competent with Microsoft tools and project management software

What we offer you...

- 25 days annual leave (pro rata for part time)
- Up to 3 flexi-days each year (pro rata for part time)
- Special domestic leave of up to 5 days each year (pro rata for part time)
- Learning and development opportunities
- Pension scheme
- Life Assurance
- Private healthcare
- Access to 'Connected' which is our Reward Gateway Hub
- Subsidised café and gym facilities at our Head Office
- Loyalty days
- Loyalty awards
- Employee of the month scheme



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- Refer-a-friend scheme
- Free eye tests
- Bike loan scheme

Find out more about us...

Websites: www.certsure.com or www.niceic.com or www.elecsa.co.uk

Twitter: @CertsureLLP, @officialNICEIC, @officialELECSA

LinkedIn: <https://www.linkedin.com/company/niceic>

Facebook: <https://www.facebook.com/NICEIC/>

Instagram: <https://www.instagram.com/officialniceic>

How to apply...

If you think this is the job for you, then we'd be delighted to hear from you!

Please send your CV and a covering letter to vacancies@certsure.com.

We're unable to respond to all applicants due to the high volumes of CVs we receive. Therefore, if you don't hear from us, unfortunately this means you've been unsuccessful on this occasion.

