

## Project Manager at Frank Management Consult Ltd

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Company: JobWebKenya

Location: Kenya

Category: business-and-financial-operations

### Job Description

Frank Management Consult Ltd is an international management consulting agency. We work with major companies, raising their performance, driving their strategies and enhancing their productivity.

#### Roles and Responsibilities:

Prepare commercial offers for specific break bulk and abnormal loads falling within the criteria of a project definition

Prepare SOP and necessary method statements requested by clients for specific project inquiries.

Set deadlines and assign responsibilities to execute departments

Monitor and summarize the progress of the Project

Maintain the project budget and shall be responsible for delivering the project within the budget defined

Plan the Project in order to accomplish its goals and produce the required results within agreed quality standards

Ensure the project's commitment to quality

Assist and manage the QHSE Manager in creating or accessing quality standards

Manage the billing of the projects and assist in checking/controlling documentation

Identify, analyze, and manage potential and actual issues and risks, taking corrective action by tackling day-to-day issues head-on and reviewing how more serious issues and risks might impact scope, schedule, quality, and cost

Manage contractual obligations of the contracts awarded

Plan, monitor, and control the project's processes

Identify the need for resources, and should subsequently take on team management responsibilities in relation to the resource available to the project

Ensure a daily cost control

Manage and follow contracts requirements and application of all contractual clauses

In charge of the contracts set KPIs

Coordinate project operations by guiding executing departments

Coordinate project Quality and documentation standards and information flows

Coordinate documentation, reporting

Coordinate quality control on delivery sites and on documentation

Coordinate respect for QHSE standards

Business plan by maintaining the project's budget/sales quote or contract and deliver the project within the budget defined

QHSE by assisting in the creation of quality standards

Administration by controlling cost, invoice, KPI, disbursements

Operations by assisting other departments in executing the projects in case of need

Alert customer in case of any operational or administrative issue

Alert the Head of the business unit in case of any operational or administrative issue

Report to the head of a business unit about the progress of the processes

**Minimum Requirements:**

Degree in business-related

5+ years experience in Project Operations & Management

MS- Office Proficient

Excellent communicator

Good knowledge of transportation operational aspects, OOG cargo movements

Operations process

Good analytical skills

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