

Project Manager – Shipping at Bridge Talent Management

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Company: JobWebKenya

Location: Kenya

Category: business-and-financial-operations

Job Description

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We are tech powered Employee Outsourcing firm that leverages the right tools bringing the right workforce to your business

Key Responsibilities

Manage

Prepare commercial offer 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 executing 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 required results within agreed quality standards.

Ensure project's commitment 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 (eg. Invoices, disbursements, cost control).

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 on 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 resources available to the project.

Ensure daily cost control.

Manage and follow contract requirements and application of all contractual clauses.

In charge of the contracts set KPIs.

Coordinate

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 of QHSE standards

Ensure that projects are performed in respect with:

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

QHSE by assisting in creation of quality standards

Administration by controlling cost, invoice, KPI, disbursements

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

Alert/Inform Management

Alert customer in case of any operational or administrative issue

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

Report to head of business unit about progress of the processes

Requirements

At least 5 years' experience in Project Operations & Management

Good knowledge of computing (Microsoft Office/Outlook)

Excellent communicator

Good knowledge in transportation operational aspects, OOG cargo movements

Operations process

Good analytical skills

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