# JOB ROLE OUTLINE

**Graduate Job Roles:** Project Manager, Graphics Designer, Visual Media, Sales Manager

**Company Name:** Gordon Expo

**Location:** London

## **Job Description:**

Gordon Expo required a Project Managing to executively manage new and exciting project. Project teams will include promotional and operational personnel for a rapidly expanding organisation. Core task will include procedure consolidation, monitoring of sales and promotional effectiveness in the UK, line with corporate objectives.

**Job Ref:** GorDXA100

**Department:** Projection Management

**Job Type:** Full-Time

**Work Schedule:** Full-Time *(core times: 9-5.30pm)*

**Salary:** 45k – 55k

**Qualifications:** Masters’ Degree minimum requirement but PhD is preferable. Considerations will be given to proven equivalent experience

## **Role and Responsibility**

* Formulating documentation containing project description and common expectations.
* Outline operational project planning documents, Gantt charts and project time lines
* Continual monitoring and improvement of data collection and performance analysis
* Working with executive team to continue the operational procedures of the organisation
* Regular strategic implementation presentations to senior executive
* Identify new method of achieving efficient working and operational system
* Maintain good communication and networking between senior and operational personnel
* Advise on financial matters and corporate budget proposals

## **Person Specification**

* Skilled in data analysis, presentations using PowerPoint. Skilled in Excel
* Skilled in statistical and financial analysis including the ability to create function dashboards
* Candidates such have strong firm democratic leadership style and able to calmly and firmly manage conflict and problem solving
* Publics speaking ability is essential (candidate will be conducting regular presentations)
* A high level of innovation and creative “out-of-the-box thinking” acumen required