

Join our dynamic and fast-growing team at Hive Projects, where you'll be part of a supportive and collaborative work environment. We value teamwork and believe in fostering a culture that encourages open communication and innovative thinking. As an Assistant Project Manager, you'll have the opportunity to lead and deliver impactful projects, making a real difference. Your project management expertise will play a crucial role in contributing to the growth and success of our organisation, while ensuring the utmost client satisfaction and project success. Come onboard and be part of a team that thrives on challenges and celebrates achievements together!

Position Overview: As an Assistant Project Manager for Hive Projects, you will play a critical role in supporting the project management team in successfully delivering projects within scope, budget, and schedule. You will collaborate closely with the project manager and cross-functional teams to ensure the smooth execution of various initiatives. This position offers an excellent opportunity for growth and development within a dynamic and innovative environment.

Responsibilities:

1. **Project Coordination:** Assist the project manager in coordinating and monitoring project activities throughout the project lifecycle, ensuring adherence to timelines and deliverables.
2. **Documentation and Reporting:** Maintain accurate project documentation, including project plans, status reports, meeting minutes, and action item trackers. Generate reports and communicate project progress to stakeholders.
3. **Stakeholder Communication:** Facilitate effective communication between project team members, stakeholders, and clients. Coordinate meetings, distribute agendas, and follow up on action items.
4. **Resource Management:** Assist in managing project resources with support of the project manager and senior team members.
5. **Risk Management:** Identify potential risks and issues that may impact project success. Assist in developing mitigation strategies and contingency plans. Monitor and escalate risks as appropriate.
6. **Quality Assurance:** Support quality assurance efforts by assisting in conducting audits, inspections, and reviews to ensure compliance with project standards and requirements.
7. **Budgeting and Cost Control:** Assist in monitoring project budgets, expenditures, and financial forecasts. Identify cost-saving opportunities and help maintain financial documentation.
8. **Change Management:** Assist in managing project scope and change requests. Evaluate change impacts and communicate effectively with team members and stakeholders.
9. **Continuous Improvement:** Contribute to the development and implementation of project management best practices, methodologies, and tools. Identify areas for improvement and propose solutions.
10. **Team Collaboration:** Foster a collaborative and positive team environment. Coordinate team activities and promote knowledge sharing among project team members.
11. **Implementation of Social and Environmental Value Measures:** As an Assistant Project Manager, you will also play a key role in implementing social and environmental value measures into project programs. This will involve working closely with the project manager and cross-functional teams to identify opportunities to create positive social and environmental impact through the project you deliver.

Skills & Attributes:

- Bachelor's degree in a relevant field (e.g., project management, business administration) or equivalent experience.
- Proven experience as an assistant project manager, or in a similar role.
- Strong organisational skills with the ability to prioritise and multitask effectively.
- Excellent written and verbal communication skills, with the ability to communicate complex information clearly and concisely.
- Proficiency in project management software and tools.
- Knowledge of project management methodologies and best practices.

- Detail-oriented mindset with a focus on delivering high-quality work.
- Ability to work collaboratively in cross-functional teams and build positive working relationships.
- Strong problem-solving and decision-making abilities.
- Flexibility to adapt to changing project requirements and deadlines.

Joining Hive Projects as an Assistant Project Manager offers a unique opportunity to gain hands-on experience in project management, contribute to exciting initiatives, and develop your skills in a supportive and collaborative environment. If you are passionate about project management, possess excellent organizational abilities, and thrive in a dynamic setting, we would love to hear from you. Apply today and be part of our innovative team!