

Internship Description
PROJECT MANAGEMENT ASSOCIATE
6 MONTHS / 20-25 HOURS PER WEEK
REMOTE / ONLINE

*The project management associate will help the management team
to grow the business and create new opportunities and clients.
The ideal candidate will always represent HB&P, its ethos and professional mission.*

Direct Reports: This candidate will report to the team project leader or management team.

Internship Description

- Follow a standard process, as defined by a professional project management organization.
- initiate the project - check feasibility and work out budgets, teams, and resources.
- Carry out planning - this will include setting goals and objectives, defining roles and producing schedules and timelines for tasks - in accordance with the needs of your client.
- Select, lead, and motivate your project team from both internal and external stakeholders.
- Manage the project - which includes coordinating the project team to keep them on track and keeping the project on budget.
- Carry out monitoring and control activities to track the progress of the project.
- Identify and manage risks to ensure delivery is on time.
- Implement any necessary changes throughout the process.
- Report regularly to management and the client.
- Close the project - including evaluating successes and challenges to enhance learning for your next project.

Person Specification

- Professional proficiency in English language.
- Proactive attitude at all times.
- Extreme attention to detail.
- Flexibility with demanding work schedules and unsocial hours (if required).
- Ability to work in a team effectively.
- Fluid communication and reporting to members of the team and management.
- Daily and weekly professional reporting to relevant direct reports or colleagues.
- Support and quick response via email.
- Professional attitude at all times, in all communications with internal and external members, stakeholders, management, and clients.
- Knowledge of Gantt or other project management tools and programmes.

Desired: Ability to read, understand and speak a second language, including one of the following: Spanish, French, Italian, Dutch, Chinese, Hindi, Russian or Arabic. (intermediate level).

Submit your CV, video presentation or portfolio to talents@harringtonblue.co.uk