

JD For Entry Level Operations Project Manager

Job Title: Entry Level Operations Project Manager

Company: [Company Name]

Location: [City, State]

Job Description:

We are seeking a highly motivated and organized individual to join our team as an Entry Level Operations Project Manager. In this role, you will be responsible for overseeing projects within the operations department and ensuring that they are completed on time, within budget, and to the satisfaction of stakeholders. You will work closely with cross-functional teams to identify project objectives, develop project plans, and track progress to ensure that project goals are met.

Key Responsibilities:

- Collaborate with cross-functional teams to identify project objectives, develop project plans, and ensure timely and successful project completion.
- Develop and manage project timelines, budgets, and resource allocations.
- Communicate project updates to stakeholders and provide regular project status reports.
- Identify project risks and develop contingency plans to mitigate them.
- Facilitate project meetings and ensure that action items are completed on time.
- Conduct post-project evaluations to identify areas for improvement and incorporate lessons learned into future projects.

Technical Competency Requirements:

- Uses project management tools to manage project timelines and milestones.
- Demonstrates proficiency in project management software and tools.
- Applies Microsoft Office Suite to project-related tasks.
- Analyzes data to identify areas for improvement.
- Applies process improvement methodologies to optimize project outcomes.

Behavioral Competency Requirements:

- Communicates effectively with team members and stakeholders.
- Collaborates with team members to achieve project goals.
- Solves problems creatively to overcome project challenges.
- Pays close attention to project details to ensure accuracy and quality.
- Works efficiently under pressure to meet project deadlines.
- Demonstrates a willingness to learn and adapt to new situations.

Qualifications:

- Bachelor's degree in business, engineering, or a related field.
- 0-2 years of experience in project management or a related field.
- Demonstrated ability to manage multiple projects simultaneously.
- Strong organizational and time management skills.
- Strong analytical and problem-solving skills.
- Excellent verbal and written communication skills.