



# Join our team

**We are recruiting for a Junior Project Manager on a permanent basis to join our Project Management team based in Folkestone, Kent.**

This role is responsible for leading cross functional teams in Europe and other international Church & Dwight organisations, with responsibility for overseeing multiple projects from initial feasibility through to launch implementation.

The Junior Project Manager is responsible for operational task management of the allocated project teams but does not have direct line management responsibility. To be successful, the role holder must manage the team effectively through good communication and a strong focus on effective team building and human interrelationships.

Key responsibilities include:

- Overall responsibility for driving project “on time, in full and on cost” delivery. Overall project leadership for a portfolio of projects across several brands, working to a Stage Gate process. Taking responsibility of the project following Stage gate charter approval.
- Facilitate the definition of project goals, objectives, scope, milestones and deliverables.
- Ensuring full feasibility analyses (technical and business assessment) are conducted to include all aspects of the project (not just cost). Define project tasks and resource requirements with the project team and resource management.
- Develop the full scale schedule and the subsequent management of the project against that schedule. Ensure project risks are assessed, managed and mitigated as part of the project plan.
- Project progress reporting both in written reports and presentations at all levels within the organisation – both in Europe and internationally.
- Change management & change control including the escalation of change issues that impact on the project fundamentals of time, cost, quality and scope.

The ideal candidate will be able to demonstrate proven experience within Innovation and Development projects, ideally within the FMCG sector. This will include managing cross-functional and multi-national project teams. They will have excellent interpersonal and influencing skills, be able to communicate with stakeholders at all levels, leading meetings effectively.

A professional project management certification (e.g. IPMA, APM, PMI, Prince2) would be desirable but not essential. We use Microsoft Project to support our Project Management function so experience of this to a high level is essential.

We offer a competitive benefits packaging, including 24 days annual leave, a Health cash plan from Health Shield and a pension scheme that matches contributions up to 9%.

**This is a great opportunity to work with recognisable global brands and shape their future. Sounds interesting? Send us your CV confirming your salary expectations and let's talk! HRDepartment.UK@Churchdwight.com**

**Closing date: Friday 18th January 2019**