



Interflour Group

Job Description



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JOB TITLE	
Assistant Project Manager	
DEPARTMENT / UNIT	
Business Planning & Execution	
REPORTING TO	
Group Business Planning & Execution Manager	
MINIMUM REQUIREMENTS	
Education / Experience	<ul style="list-style-type: none"> • Bachelor/Master Degree in Business Administration / Economics • Minimum 5 years of relevant experience
Specific Skills (Knowledge, skills and abilities)	<p><u>Functional skills:</u></p> <ul style="list-style-type: none"> • Advanced MS Office skills (Excel, PowerPoints, Word) • Proven track record of managing projects <p><u>Behavioural Competencies:</u></p> <ul style="list-style-type: none"> • Ability to communicate effectively at all levels within the organization • Excellent organizational skills and attentive to details • Good analytical and problem solving skills • Effective communication skills in English, both written and spoken • Self-motivated

AREAS OF RESPONSIBILITY (AOR)

- Responsible for the successful initiation, planning, design, execution, monitoring, controlling and closure of initiatives / tasks
- Support in the execution of key initiatives / tasks
- Assist in the development and implementation of change management and communication strategy initiatives across the Group
- Help to drive implementation and reporting of Group Strategy Map and KPI's
- Assist EMT with management reporting

