

Assistant Project Manager (APM)

We want you to:

- Support senior project managers and project directors on day to day project delivery, and work collaboratively with other project team members from various disciplines to meet client expectations. This is aligned to Seven's process, systems and culture.

You will be responsible for:

- Establishing effective and robust project processes and practices, managing project reporting using Seven's tech platform, attending project meetings and liaising directly with client teams.

While there is no typical week at Seven, an APM can expect to:

- Administratively own Seven's project management and collaboration tech platform
- Become a tech and data champion in project teams, keep abreast of new technology, software trends and contributing to our project benchmarking database
- Manage project teams including consultants and contractors
- Manage, deliver and track time, cost and quality deliverables across multiple projects
- Contribute to Seven's thought leadership initiatives and internal projects
- Build relationships and extend your professional network including attending industry events
- Work towards professional/person development goals within a structured environment

In a nutshell, you are:

- Someone with an undergraduate degree (as a minimum) and 1-2 years of work experience with demonstrable leadership skills
- A fast learner, a problem solver and a strategic thinker with exceptional organisational skills who can prioritise tasks in conjunction with client and business requirements
- A team player with great communication skills and enjoy working with people from all walks of life
- Proactive, adaptable, flexible and demonstrates initiative at all times
- A technophile; Someone who enjoys working with Office 365 packages and embraces new technology to improve ways of working. Experience using Smartsheet, AutoCAD/Revit, Photoshop, and experience of coding languages is a bonus
- Committed to helping us continue to grow, to ensure we do things properly and to make us world class
- A graduate/post graduate with a degree in project management, geography, business or related discipline
- Interested in, and have experience of, corporate social media, blogging or published research

We are:

- A progressive and agile project and programme business working with likeminded clients to achieve their real estate aspirations. Our client base speaks for itself
- Leading the way as our industry is changing. We exemplify a entrepreneurial, go-getting approach and attitude to deliver the best service
- A lovely bunch of people to work with. Enjoying what we do is important to us and our enviable flexible working approach is often talked about
- Supportive of your career path and will work with you to achieve your goals via professional qualifications
- Offering a competitive salary, pension contributions and private health insurance with discounted gym membership, Apple watch, cinema tickets and more!