

Job Spec for Project Manager

Hanover Displays

Hanover Displays is a UK-based manufacturing business that supplies passenger information systems to public transport companies – principally urban bus operators - all around the world. Our products include destination & route displays using LED and TFT technologies, on-board computers, voice announcement systems and vehicle tracking software.

Hanover Displays is a market leader in this sector with subsidiary businesses in the USA, France, Spain and Australia. As our business grows and our client base and product range expand, we have a requirement for a Project Manager to manage both platform and product development plans, as well as customer driven projects and ensuring that they are delivered to specification within agreed time scales.

The Project Manager will work at the centre of cross-functional technical teams to effectively plan, monitor and report on a range of projects from inception to closure.

Tasks & Responsibilities

- Defining project scope and objectives.
- Gathering and documenting customer needs and requirements.
- Creating and maintaining project plans, including identification of resource requirements, costings, milestones, dependencies, critical paths & project risks.
- Tracking and monitoring project schedule and budget.
- Managing project risks, issues and changes (with escalation to the board as necessary).
- Facilitating and documenting cross-functional meetings.
- Managing stakeholders both internally and externally to coordinate and drive actions to completion.
- Reporting project status to internal departments, customer and senior management.
- Ensuring project gets delivered on time, within budget and to customer satisfaction.
- Conducting a project completion review and recommending improvements where appropriate.
- Working with the PM team to improve PM processes and work practices.

Experience & Qualifications

- At least 3 years of project management experience in a development and manufacturing environment.
- A proven track record of managing cross-functional technical projects (ideally involving mechanics, electronics, software and manufacturing).
- Experience leading teams and managing customer relationships.
- Experience of developing requirements specifications an advantage.
- Good knowledge of MS Project and the Office Suite.
- Graduate degree and/or PM certifications preferable but not necessary.
- Foreign language skills (especially in French, Spanish or German) an advantage.

Personal Traits

- Ability to manage multiple projects simultaneously, whilst working to tight deadlines.
- Ability to lead and motivate a team of engineers.
- Extremely well-organised and methodical approach to work with excellent attention to detail.
- Excellent written and oral communications, including report writing and presentations.
- Technically minded, with excellent analysis and problem solving skills.
- Willingness to travel on occasions, both nationally and internationally, as required.