



Job Description Form

Division/Department: Project management		
Location: ACB Headquarters		
Job Title: Junior Project member		
Reports to: Geert Keirens		Job Title: Director
Level/Grade: Bachelor's degree	Type of Position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Intern <input type="checkbox"/> Contractor	Hours per week: <input checked="" type="checkbox"/> 38 <input type="checkbox"/> 30 <input type="checkbox"/> 24 <input type="checkbox"/> 20

General Description
<p>The Junior Project member is responsible for supervising a project from the start until it is completed. The Junior Project member will take on the management of (key) client - partner projects with the goal of delivering every project on time, within budget and within scope. His/her job description entails coordinating the activities of a team of professionals for the purpose of achieving the goal of a given project. The Junior Project member also provides the administrative guidance on project execution. The activities of the Junior Project member are carried out based on the specifications and instructions of the director. The rules and standards governing project management and the requirements for each project are spelt out by the director. It is expected of the Junior Project member to spell out and communicate these rules and standards to other members of the team so as to ensure that the rules and regulations are strictly adhered.</p>
Responsibilities
<ul style="list-style-type: none">• Supervise different tasks in the quest of completing a project;• Plan, commence, execute, supervise and roundup assigned projects;• Ensure that all projects are delivered on-time, within scope and within budget;• Ensure resource availability and allocation;• Develop a detailed project plan to monitor and track progress;• Manage changes to the project scope, project schedule, and project costs using appropriate verification techniques;• Measure project performance using appropriate tools and techniques;• Report and escalate to the director and board-members as needed;• Meet with the team and ensure that each member is given an opportunity to make suggestions regarding the executions of the project;• Successfully manage the relationship with the client-partners and stakeholders. Establish and maintain relationships with third parties/vendors;• Perform risk management to minimize project risks;• Create and maintain comprehensive project documentation.



Skills and Qualifications

- Bachelor's degree Logistics Management;
- Solid background with understanding and/or hands-on experience in Logistics or Cargo;
- Thorough knowledge of the Cargo and Logistics market;
- Project development experience, project management experience;
- Excellent written and verbal communication skills in Dutch, French and English (knowledge of other foreign languages is an asset);
- Strong working knowledge of MS Office;
- Risk management experience in project management;
- Vast knowledge of important elements of project management, i.e. the project description, the project span, quality, needed resources, possible risk, relevant regulations and guidelines, most viable options, relevant tools and methods available for execution;
- Proficiency in analyzing and solving problems related to projects;
- Outstanding human relation skills evident in the ability to work with the team;
- Excellent client-facing and communication skills;
- Proficiency in customer relations;
- Excellence in gathering help needed in developing a working project management plan;
- Strong ability to give attention to details, multi-tasking skills, as well as tested organizational skills;
- Strong knowledge and prowess in using modern information and communication technologies to projects;
- Ability to be proactive and independent, and to be interdependent on the team.