

## Job Description – Project Management Officer

### Job description

Are you a highly organised, down-to-earth quick learner who enjoys managing business change, driving operational efficiency and implementing and improving processes? Then we'd love to hear from you!

Due to the growth of the business, we are looking for a Project Management Officer to play a central role in capturing, monitoring and reporting on all aspects of business operations across the whole of a small fast-growing business. Initially the focus will be on defining and following up on the workstreams and actions required to deliver the business strategy, and you will then drive one or more taskforces to maintain progress and report on results.

There are often ad hoc requirements, and you will have the opportunity to get involved at the heart of the management team in driving the business agenda, including preparing presentations for the Board and other internal committees. This is a great learning opportunity for someone who is proactive with excellent attention to detail and can identify ways of using technology to make processes more efficient.

### Job requirements

- 4+ years' experience in PMO work using different systems/tools, preferably in a corporate environment
- Bachelor's degree
- Ability to learn quickly and proactively take initiative and ownership of delivering tasks to agreed deadlines
- Detail focused with a desire to ensure high levels of accuracy. You will take pride in wanting to get into the detail, understand data and ensure that it is and remains accurate.
- Strong Excel and Powerpoint skills to take a high level outline and create slides to communicate key messages to senior stakeholders
- Analytical mindset, with a drive to create, follow, monitor and improve processes to work efficiently
- You need to be a problem solver and forward thinker – don't just fix the immediate ask, but take ambiguous issues, break them down to understand the root cause, and then design a future-proof solution
- Flexibility, reliability, willingness to 'muck in' and the ability to work under pressure
- Ability to interact and communicate effectively and build strong working relationships at all levels of the organisation
- Collaborative, dependable, responsive team player with the ability to work independently and take initiative as you build trust

### About us

Expand Research is a specialist firm that provides unique business intelligence and decision support services via benchmarking and market research across the global financial services industry. The majority of Expand's activities are focused on strategic cost and human resourcing benchmarking across a variety of financial services sectors.

We are a wholly-owned subsidiary of the Boston Consulting Group and are headquartered in London with offices in Singapore and New York. Our enthusiastic and committed team has a friendly, diverse small company feel with regular social events and a highly collaborative, professional, supportive and entrepreneurial working culture.

### How to apply

**This is an immediate vacancy, and early application would be an advantage.**

Please email your CV and a covering note, telling us why you are excited about this role and consider yourself to be a good fit for it, to [careers@expandresearch.com](mailto:careers@expandresearch.com) quoting reference **PMO**.

**Please also include your current and desired salary and confirmation that you are permitted to work in the UK, along with your notice period/available start date.**

*By submitting your personal information, which could include a job application, you give Expand and BCG permission to process, screen and store it for the purposes of the recruitment process. We may share this personal information with a third party IT provider which hosts our recruitment platform and with third party assessment providers who assesses your qualifications as part of the recruitment process. Your personal information will not be shared with any other parties except as set out herein. For additional information, please review our [privacy policy](#) which we will update from time to time. You give Expand and BCG permission to retain your application and contact details to verify whether you have previously applied and so that we may notify you of further opportunities.*