



3T WORLDWIDE QRI (NIGERIA) LIMITED

We are looking for experienced and talented professionals to join our world-class team

OPENING POSITIONS:

S/NO	JOB TITLE	JOB DESCRIPTION
1	Project Manager	<p>Responsible for interfacing with the client on complex projects/contracts and allocating project resources; definition of the project plan; and driving the project to completion on time, within budget, challenging costs and in accordance with COMPANY procedures and HSEQ standards.</p> <p>Main Responsibilities</p> <ul style="list-style-type: none"> • Control of procurement including follow up of purchases, payments, PO, and vendor invoicing. • Assist and follow up the registration of vendors. • Ensuring timely reporting to be submitted within deadline. • Follow up with Finance team of timely monthly invoicing to clients, Monitor, update and follow progress of project cost control files. • Responsible for HSEQ initiatives and alignment with Client HSEQ Strategy • Overall responsibility for the service delivery of COMPANY's project personnel • Overall responsibility for the safety of COMPANY's project personnel • Ensure team compliance with all company and statutory procedures and standards including any defined Strategy, recording, and reporting procedures. • Responsible for the delivery of COMPANY's budgeted work scopes to the Client's satisfaction • Focal point and liaison between the client and COMPANY personnel. • Responsible for identifying and verifying the timely deployment of the agreed resources throughout the contract. • Responsible for monitoring & verifying that the agreed technical integrity is met. • Ensure KPI's are monitored, challenged, and achieved. • Responsible for supporting the successful handover and closeout of the work scopes to client/operations as required. • Development and the management of the contract(s) to achieve budgeted profit objectives and growth, including the achievement of optimum gross margins and the control of expenditure. • Promoting the company's services and reviewing performance against agreed objectives / targets • Reviewing, implementing, and improving financial and project management control mechanisms. • Facilitating and encouraging professional development in line with continuous improvement measures within the business unit and promoting company reputation within the marketplace. • Promoting integrated relationship with the client. • Use of management tools including, but not restricted to; KPI's and reporting dashboards. <p>HSE RESPONSIBILITIES</p>

- Actively participate in HSE activities, including toolbox meetings and HSE meetings.
- Proactively Identify hazards and assess risks related to Accounts/HR activities.
- Involved in the identification of environmental aspects and impact, including the consideration of environmental impact as regards administrative functions.
- Liaises with HSE and vendors to conduct job hazard analysis as applicable.
- Identify and notify HSE manager of any legal or other requirements related to Accounts/HR.
- Ensure the establishment of HSE objectives before February each year.
- Complies with all health, safety environmental as well as legal requirements to which COMPANY subscribes.
- Performs the duties of a trained first aider.

QMS RESPONSIBILITIES

- Actively take part in QMS activities and processes
- Ensure Quality Objectives are set, tracked and monitored accordingly.
- Complies with company quality policy as well as regulatory and legal requirements to which company subscribes to
- Ensure risks and opportunities are identified and established.
- Ensure Stakeholder's Matrix are established.
- QMS conformance and customer focus promotion

Competencies

Analysis and Judgment

- Breaks a problem down into its constituent parts, sees the "wood from the trees" and the relationships between issues.
- Aware of information sources and how to get information needed, seeks out relevant information for problem solving and decision making, consulting with others as necessary.
- Ability to draw sound inferences from the information available; makes use of logic and creates/contribute to imaginative solutions.

Interpersonal Skills

- Shows consideration, concerns and respect for other people's feeling and options, a good listener and display empathy.
- Co-operate and works well with others in the pursuit of team goals, sharing information and supporting others.
- Communicates orally in a clear, fluent, concise and appropriate way, which holds people's attention on both groups and in one-to-one situations, encouraging feedback as appropriate.
- Produces written communications (electronic or other methods) which are clear, fluent and concise, accessible and jargon free and ensures information is available to others in an appropriate and accessible format.

Professional Skills

- Has sufficient knowledge of broader context in which own professional/technical function is applied to perform effectively in own job area.
- Engages in continuous development activities, thus responding to constant changes caused by internal and external factors; meets the CPD standards of the relevant professional institutes.

Work Experience

		<ul style="list-style-type: none"> • 10 years' experience in Quality/ Procurement preferably in fabrication/construction or oil and gas industry. <p>Age 40-50</p> <p>Essential Skills</p> <ul style="list-style-type: none"> • Fluent in oral and written communication • Good presentation skills • Good knowledge of Microsoft word and PowerPoint, Excel. <p>Person Specification</p> <p>Education and Training</p> <ul style="list-style-type: none"> • Must train towards an ISO 9001:2015 certified Internal Auditor and/or Lead Auditor
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Only qualified candidates should apply: Send your application to sales@3tnigeria.com and copy stakeholder.recruitment@ncdmb.gov.ng citing the Job title as the subject of the email. Please note that applications for all positions close 2 weeks from the day of the advert.