



We are hiring!
Job description:



Job title	Junior Project Manager
Physical location of position	Olivedale, Johannesburg
Position of reporting manager	Client Operations Lead
Equal opportunity employer	Smoke CI is an equal opportunity employer and is committed to diversity and inclusion in the workplace. We encourage applications from all qualified individuals regardless of race, ethnicity, religion, gender, sexual orientation, age, or disability.
Company Culture	Our culture is a defining characteristic of who we are. It is in our DNA and determines how we engage with each other and our clients. It guides, motivates, and inspires us and facilitates in creating a fun, happy and rewarding work environment. It is thus extremely important that everyone fully understands, embodies, and lives by our values. These values are detailed in our Mantras.
Purpose of the job	The Junior Project Manager will enhance, streamline and contribute towards the project management system for the organisation. The Junior Project Manager is responsible for planning, initiating, and managing client related and internal projects from start to finish, in conjunction with the Project Manager and Client team.

	<p>The Junior Project Manager needs to lead and guide the work of all stakeholders involved (internal and external), monitoring progress on projects and to ensure that clients are delighted through the effective management of all deadlines, standards, and cost targets.</p>
Salary & Benefits	<p>Market-related TCTC per month – Based on skill and qualification of candidate</p> <ul style="list-style-type: none"> • Financial Benefits: Funeral, Death and Disability Policy (Group Life Policy) • Other Benefits: <ul style="list-style-type: none"> ○ 15 Days annual leave per annum ○ Some leave days may be “gifted” from the Company to you during our annual shut-down over the December – January period ○ Company social committee managed by the staff to decide how we do social events and team building – driving our amazing Company Culture ○ Flexible weekly working hours ○ Super close-knit professional team that looks after each other! <p>We are big supporters of individual growth and learning and this is something we incorporate into the business constantly. We have budgets to help with studies, Personal Development Plans (PDPs) to ensure mentorship and coaching, as well as processes to expose you to new technologies.</p>
Job responsibilities	<p>Project Methodology & Planning</p> <ul style="list-style-type: none"> • Implement and manage a hybrid project management approach (Agile and Waterfall) tailored to the specific needs of each project. • Design, adapt, and continuously improve project plans and methodologies to meet evolving business and client needs.

Project Execution & Oversight

- Manage project execution to ensure alignment with budgets, schedules, and defined scopes.
- Track and monitor project milestones, timelines, and deliverables, ensuring timely reporting to stakeholders.

Resource Management

- Assign duties, responsibilities, and appropriate levels of authority to project resources.
- Direct and coordinate all activities of assigned project teams, ensuring effective time tracking and task execution.

Stakeholder & Client Communication

- Develop and execute comprehensive project communication plans for internal and external stakeholders.
- Act as a client-facing liaison, maintaining clear, professional, and consistent communication throughout the project lifecycle.

Risk & Issue Management

- Identify, track, and proactively manage project risks and issues.
- Facilitate discussions with teams and stakeholders to resolve challenges and mitigate risks promptly.

Cross-Functional Coordination

- Ensure seamless coordination between all project components and cross-functional teams to drive successful outcomes.

Procurement & Vendor Management

- Oversee procurement of goods and services as needed for project delivery.
- Manage vendor and third-party relationships to support project requirements effectively.

Confidentiality & Professionalism

- Handle sensitive and confidential client information with discretion and professionalism.
- Ensure secure management of data and information, avoiding premature or incorrect disclosure.

	<p>Client Onboarding & Handover</p> <ul style="list-style-type: none"> • Participate in initial customer engagements and planning sessions as needed. • Assume full responsibility for project execution post-kick-off, ensuring a seamless transition from pre-sales or scoping phases. <p>Ticketing & Client Enablement Support</p> <ul style="list-style-type: none"> • Assist the Client Enablement team with ticket allocation and project-related queries. • Manage, maintain, and resolve project-related tickets within the Client Enablement system, ensuring responsiveness and resolution.
Competencies	<ul style="list-style-type: none"> • Solid understanding of project management principles (developing to intermediate level) • Strong client-service orientation and stakeholder engagement skills • Excellent verbal and written communication skills; confident in presenting to clients and internal teams • Analytical thinker with sound decision-making ability • Highly organized with strong planning, time management, and multitasking skills • Detail-oriented with a commitment to quality • Adaptability, initiative, and a proactive approach to problem-solving • Strong interpersonal skills and the ability to work effectively across diverse teams • High level of integrity and professionalism
Experience & knowledge required	<ul style="list-style-type: none"> • 3+ years' IT related Project Management experience • Proven track records of the successful implementation of various projects • An understanding of, and experience in, project management principles • Experience in Microsoft Project (or similar project management system) • Experience in dealing with customers from various walks of life • A genuine passion and excitement towards customer • Excellent proficiency in MS Office (Word, Excel, PowerPoint, Visio, and Outlook)

	<ul style="list-style-type: none"> • Proven experience in representing written and statistical data (Advantageous)
Minimum qualification	<ul style="list-style-type: none"> • Bachelor's degree in Business, Information Technology, or related field • Foundational project management certification