

Carhartt EMEA/PAC Job Profile

Job Title:	Project Manager
Department:	Business Planning, Finance & Operations
Reports to:	Sr. Manager BPFO
Location of Job:	Carhartt® B.V. EMEA/PAC, Amsterdam, the Netherlands

Job Purpose:

The Project Manager is operationally leading the preparation, planning and executing of regional and global projects, ensuring they are launched, executed and completed on time within objectives and budget. The Project Manager is involved in setting up and maintaining a suitable project management structure for the company.

The Project Manager works closely with the Sr. Manager BPFO and with the Senior Management Team, the Management Team (department leads) and their teams related to the projects. Furthermore, this person collaborates with relevant project-related US teams. The Project Manager reports to Sr. Manager BPFO.

Duties and responsibilities

- Based on established (global, local) company projects, develop comprehensive project plans, define the scope of the projects and set clear criteria and achievable goals and objectives, define steps in project implementation and related project tasks (per team), timelines and milestones.
- Prepare and plan projects in collaboration with (team) leaders to ensure all necessary resources from teams involved will be included in the project team. Actively coordinates commitment and allocation of resources in the US teams.
- Gather all relevant information from all relevant sources.
- Track project progress, identify potential issues, risks and delays and collaborate with relevant leaders and teams on solutions to keep the project on schedule and within scope.
- Responsible for problem-solving, analysing root causes and discussing the bottlenecks with relevant Managers, to subsequently execute effective solutions as agreed upon.
- Assemble project teams per project in consultation with (senior) Managers involved in the project, plan and lead project meetings and provide guidance to the project teams and continuously create overview during the rollout of the projects.
- Anticipates and minimizes disruptions created by projects to normal operations and communicates potential issues with relevant Managers.
- Represents the central point of communication on status and progress of defined projects, keeping stakeholders informed about project status, risks and progress. The Project Manager effectively conveys information, participates actively in project meetings and manages expectations with all parties involved.

- Ensure that project deliverables meet the required standards and expectations as well as timelines, as defined by the company and Management involved at the start and during the project.
- Creates periodical reporting on the status of projects including an overall view and timelines.
- Initiates and works with effective project management software and relevant tools.
- Aids in the company's continuous improvement efforts by identifying opportunities to process improvements, discuss proposals for general project and process improvement.
- Maintains a thorough working knowledge of company processes, systems and tools and its application to support potential new initiatives.
- Ensures (future) project team members are properly trained in project management.

Entry Requirements (examples)

- Bachelor's degree in business-related studies is a minimum requirement.
- At least 4 – 5 years practical working experience in an operational role of which at least 2 years in project management, with similar or related tasks and responsibilities.
- At least 2 years of work experience in the apparel, FMCG or retail industry is preferred.
- Highly effective organizational skills, prioritizes and schedules workload; strong time management to reach results within timelines.
- Strong analytical skills.
- Excellent communication skills (oral and written), strong interpersonal skills and proven ability to collaborate and interact with stakeholders, management and teams at all levels. A good listener who knows how to manage expectations.
- Proactive thinker.
- This role will prepare projects in collaboration with (team) leaders to ensure all necessary resources will be included and involved in project teams.
- Problem solver, able to think out of the box.
- Ability to work independently, quick learner with the ability to gather information from various sources and work in a team environment.
- High-level proficiency in working with Microsoft Office (outlook, excel, word, Power Point), SAP / ERP systems.
- Multi-lingual abilities: English at business level is a must, proficiency in Dutch is an advantage but not required.
- Working experience in multi-language, multi-cultural business environment is an advantage.
- Living in the greater area of Amsterdam, the Netherlands.

We Are All Leaders at Carhartt

In our words and by our actions, we strive to emulate the hardworking example set forth by our founder, Hamilton Carhartt. We 'Lead Business' by creating value, delivering on results, and making changes along the way. We 'Lead Self' by being dependable, because hardworking people count on us to have their back every day. We 'Lead Others' by communicating and clearly defining the path as we walk bravely into the future. Working at Carhartt, we are all given a seat at the table and the honor of continuing the legacy.

Carhartt is committed to equal opportunity for all. Carhartt associates are hired, promoted, and rewarded on basis of skill, performance, and dedication and not influenced in any manner by race, color, religion, sex, age, national origin, veteran status, disability or any other basis prohibited by applicable laws.