

Project Manager, Operational Excellence Amazon Corporate Security, EMEA

- **Department:** Amazon Corporate Security, Europe, Middle East and Africa region
- **Location:** London
- **Employment Type:** Full time, permanent. Contracted to Upstream Risk Management, permanent secondment to Amazon
- **Reports to:** Regional Operations Manager- EMEA
- **Key relationships:** Regional Program Managers EMEA (APAC and AMER), Regional Operations Managers, Regional Operations Coordinator and Area/Regional Security Managers.
- **Salary:** £50k-£55K + 10% discretionary bonus
- **Start:** January 2025

Role Description:

Contracted to Upstream Risk Management, you will be permanently embedded within Amazon's Europe, Middle East and Africa region security operations team, based in Amazon's Liverpool Street offices. This team is responsible for corporate security, focusing on Amazon's people, offices and assets across the region.

The purpose of the role is to support the regional security operations team. You will report to the Regional Operations Manager, and work closely with the Regional Program Managers and Regional and Area Security Managers in both day-to-day operations and regional projects. You will drive operational excellence by developing and maintaining high-quality data sets, and optimizing standard operating procedures.

The role would suit a professional with 3-5 years commercial working experience or former military personnel. Experience in corporate security is desirable but not mandatory. Above all the team is looking for a proactive, curious individual who is analytically strong, likes to focus on process improvement and who embodies Amazon's corporate culture (Leadership Principles). In return you will get to work with motivated colleagues and a highly supportive leadership team.

This role is an office-based role, with flexible some working options/hours available for the right candidate. Some overseas travel (2-3 times per year) will be required.

Duties:

- Support the day-to-day operations of the EMEA corporate security team.
- Collect, analyze and present on sub-regional, regional or global metrics to inform regional leadership decision making and issues resolution. This includes but is not limited to operational and risk related data, incident data, audit and assurance.
- Review, streamline, and optimize existing processes (or develop new ones as needed). For example; improve operational security planning for new corporate building launches, or strengthen guard force operating procedures.
- Lead regional projects and programs focused on operational excellence.
- Support Regional Program Managers and Regional Operations Manager with evidence collection and data analysis for regional or global program/projects.
- Draft weekly, monthly, quarterly business review for senior leadership.

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The ideal candidate

Experience:

- 3–5-year public or private (security) operations experience.
- Experience working in a cross-regional, culturally diverse, everchanging working environment.
- Experience analyzing regional/global data metrics that inform decision-making.
- End-to-end project management.

Skills

- Analytical mindset to identify trends, patterns, issues with ability to visualize and present them to leadership. (Significant experience with tools like Excel, Quicksight, Smartsheets)
- Strong stakeholder management skills, with an ability to influence without authority.
- Excellent verbal and written communication and collaboration skills
- Ability to dive deep a problem, and quickly build solutions that iteratively improve (instead of a perfect, but slow solution).
- Ability to excel in a face paced, and ever-changing environment.
- Strong organizational and prioritization skills.
- Fluent in English.

Behavior

- Embody Amazon’s Leadership Principles
- Curious and proactive problem solver, comfortable working independently
- Team player, who embraces the diverse skills and backgrounds across a regional team, and works together with their colleagues to achieve goals, remove obstacles and solves problems.
- Flexibility of work hours where required (few times per month), when working with colleagues in other time zones (APAC, AMER).
- Kindness

Applicants must have the automatic right to live and work in the UK.