

JOB DESCRIPTION JUNIOR PROJECT MANAGER

As project manager you will manage the delivery of international networks for various customers. You liaise with International Telecommunications companies, in country delivery organisations and engineering departments to deliver on time and within budget.

You will manage multiple accounts at any one time. In your role as project manager you'll be the single point of contact for customers. In maintaining this relationship with the customer you report progress, exceptions to the customer on a weekly basis by use of project progress reports and conference calls.

Typical tasks you will perform during the project cycle of order intake, ordering, delivery & handover:

1. Order checks (information complete and pricing matches pricing tool)
2. Order entry in SAP systems
3. Liaise with engineering team to obtain designs and equipment lists
4. Request quotes for equipment with partners for end user equipment ordering, installation and maintenance)
5. Manage due diligence (availability checks by local tail providers)
6. Plan installations of networks with our partners
7. Plan installations with client
8. Facilitate tests
9. Handover to client

PERSONAL SKILLS

- Enthusiastic and can-do attitude
- Good communication skills including not being afraid to call people.
- Eye for detail (accuracy)
- Team player

QUALIFICATIONS AND PROJECT MANAGEMENT SKILLS

- Basic project management skills (project leadership, planning, initiation, execution and control)
- Knowledge of software tools for project management (excel/ms project)
- Managing risk and making decisions
- Prince II foundation or practitioner.

TRAINING OPPORTUNITIES

- Prince II foundation , practitioner
- Any others if

CONTRACT

- Initial 3 months – afterwards choice of month rolling or yet to be defined fixed term.
- 32-40 hours /week
- Salary indication between £15,- and £20,- per hour