

Project Coordinator

Why Join Certero?

Certero is a successful technology business, operating within markets at the forefront of transformational change. We embody a culture of innovation, both in what we do and how we do it.

Certero is well established and succeeds within our markets at a truly global level, and we believe our people are critical to this success. We value experience and expertise as well as the elasticity, conviction and creativity that enable new concepts and ideas to thrive, become collectively real and drive us ever-forward.

Certero's growth provides a great opportunity to develop your career and diversify roles to suit your strengths, interests, and ambitions.

The Role

As a project coordinator at Certero you will be responsible for providing project support to multiple concurrent projects which could be either internal or external, this will include, amongst other things, ensuring project plans and project documentation are complete and up to date, provide regular project status updates, help acquire the necessary resources and skills, and contribute to the delivery of business systems to meet identified business requirements.

Responsibilities

- Liaise with staff across the Certero group so that project & programme governance and quality standards are implemented consistently.
- Monitoring the status of projects, ensuring project plans are created, updated and maintained, deliverables and milestones tracked against time and cost, and resource utilisation is monitored.
- Managing project risks, issues and change control, communicating the impact to the project.
- Coordination of project Governance arrangements, Post Project Reviews, Programme level workshops and client meetings and/or events.
- Scheduling and coordination of internal project resources.
- Coordination of publication, review and sign-off of Project Management deliverables.
- Manage Lessons Learned repository; attend Post Project Review meetings to identify key areas of improvement to be captured into the Lessons Learnt repository.
- Manage the repository of project templates both technical and management to support the Project and Operations teams.
- Continue to evolve the processes and templates throughout the project lifecycle.
- Coordination of the regular project and programme reporting cycles.
- Manage communications from the PMO mailbox.
- Prepare and distribute consolidated material from project reports for weekly and monthly reviews and portfolio level reports.
- Monitoring and reporting on progress of the project to the Head of PMO.
- Adhere to the change control process across all projects and portfolios.
- Supporting the definition of small/medium projects (scope, goals, deliverables, costs, timescales, plans, dependencies, resource requirements and milestones).
- Ensuring pre-scope project plan is communicated to all project stakeholders together with their individual responsibilities.

Key Skills and Experience

Essential:

- Knowledge and experience of Microsoft Office Suite.
- Experience of working in an IT Project Management Office, including programme co-ordination/administration.
- Experience of managing small projects, or exposure to the end-to-end project lifecycle, or managing substantial parts of the project lifecycle.
- Knowledge of project management tools and techniques.
- Strong communications skills, both written and verbal.
- Strong organisational and multi-tasking skills.
- Very good prioritisation skills to balance key priorities.
- Excellent analytical and problem-solving abilities.
- Experienced at managing multiple stakeholder groups and balancing diplomacy and tact with assertiveness.
- A strong customer centric approach.
- Strives to do the "right thing", not just the "easy thing".
- Prioritises effectively, maintains a clear focus and sees action through to delivery.
- Is energetic, determined, positive, goal focused and consistent - even under pressure.
- Builds trust and demonstrates integrity in all circumstances.

Desirable

- Previous experience of software delivery and/or delivering project services to multi-client environments.
- Knowledge of Software Asset Management.

The benefits of working for Certero

We're committed to creating a workplace where everyone is respected, our differences valued, and people can be themselves without exception.

You will be working in our impressive, newly refurbished Certero Campus. At a shade under 20,000 square feet and set in 2 acres of land, our UK Headquarters boast extensive free car parking facilities, electric vehicle charging, a gym, a recreation / relaxation space and access to state-of-the-art technology.

In addition, we also believe in the importance of investing in our employees, and therefore offer some great benefits as standard:

- Competitive annual leave with an optional additional holiday-buy scheme.
- Bupa private medical care, with options to add dependants.
- Bupa app that provides access to a remote GP 24/7.
- Total-earnings Pension Scheme.
- Company Perk and Discount Portal.
- Complimentary refreshments.
- Branded company polo shirts.
- Regular social events.