

Project Coordinator

Job Specification

Hours Required	Full Time, 9.00am to 5.30pm Mon-Fri
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Holiday Entitlement	25 days per annum
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Annual Salary	£20k - £25k + Pension
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Reporting to	Project Manager/Commercial Director
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The Company	Blue Rock Systems is a leading provider of ERP, Hosting & e-commerce solutions into the Merchanting and Distribution sectors. We are a seasoned team with decades of experience within the industry and hundreds of previous installations.
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Job Description	<p>We are looking for a Project Coordinator to work within our expanding software delivery team to ensure that the business maintains a professional approach to our Customers and Staff. You will play a vital part in ensuring that the administrative functions of our projects are conducted in a professional and efficient manner.</p> <p>Duties will include but will not be limited to:- Customer communications via phone and e-mail, creation and upkeep of projects documents and customer portals. Liaising with staff to ensure they know the full requirement of their role, scheduling of consultants and controlling timesheets and budgets. Attending weekly team meetings along with customer project update meetings.</p> <p>We are flexible with the working location and the position can either be office based from our Southampton Head Office or working from home.</p>
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Personal Qualities	The right candidate will be a diligent, self-motivated, organised and be able to efficiently multi-task They should possess good communication skills, be confident in the use of the Microsoft Office suite of programs and have an exceptional eye for detail.
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