

Junior Project Manager

Location:	Ipswich office with some travel required across the UK
Salary & Benefits:	Competitive salary, company funded training & 25 days holiday after 1 years' service
Hours:	37.5 hours per week over 5 days
Contact:	careers@qdos-sbl.com

About the role:

We are looking for an individual to join our team running IT and/or telecoms projects, with PRINCE2 Foundation and relevant technical awareness. The role fits within the projects department to fulfil the same purpose as the Project Managers, but with assignments, development and support provided to match the skills and experience of the role holder.

The successful candidate should:

- Hold PRINCE2 Foundation.
- Have enough technical skill to understand the telecoms and IT systems we install, the knowledge to propose options available when a problem arises, and to use those systems to gather information to inform decisions. The role holder is not expected to carry out engineering work.
- Be able to multi-task (working on multiple projects at a time)
- Be able to work under pressure and meet deadlines
- Be able to work well individually and as part of a team
- Have excellent communication skills
- Have a full driving license and be willing to travel

The role holder will be responsible for the time, cost, quality, risk and scope of IT and telecoms projects. They will be expected to accept projects with a mandate provided by our internal sales team, handle all aspects of project planning, facilitate technical design and resource planning through to handover to our support team and project closure.

Communicating with our clients is at the heart of what we do, so the successful candidate must be comfortable dealing with clients at all levels, including the tact and diplomacy to reach positive outcomes in difficult situations. The ability to explain the relevance of technical topics to non-technical people is vital.

In return, you will join a company and team who enjoy working together, and you will have the satisfaction of creating memorable guest experiences at some of the most highly regarded household names in hospitality. There is a proven progression route within our department that becomes available as the role holder's experience grows, from junior to full project manager, and from there to potential management positions.