

Project Co-ordinator – Credit Liaison

Location: Ipswich Office
Salary: Competitive and available on request
Hours: 37.5 hours per week; 9.00am – 5.30pm Monday to Friday
Contact: careers@qdos-sbl.com

About the role:

We are looking for an individual to join our team with experience running small IT or telecoms projects and who is confident with basic financial tasks.

The successful candidate will be responsible for the ongoing management to completion of multiple small IT and telecoms projects. They will be expected to accept projects with a signed off quote from our internal sales team, then handle all aspects of planning, purchasing, resource scheduling, documentation and invoicing. In addition, the candidate will be responsible for taking ownership of tasks required by our outsourced credit control function and coordinating the activities of others when required. The workload is likely to be split approximately 75% project work and 25% credit liaison.

The successful candidate will need basic knowledge of IT, telecoms and network services products and experience managing or coordinating mini-project tasks. They will need an understanding of the process of purchasing, delivery and invoicing within a business, and of the importance of accurate data in the context of financial reporting and cash flow forecasting. In terms of personal skills, they must be exceptionally organised and good at multitasking.

Communicating with our clients is at the heart of what we do, so the successful candidate must be comfortable dealing with our clients' operations teams. The ability to explain technical topics to non-technical people is important.

In return, you will join a company and team who enjoy working together, and you will have the satisfaction of deploying complex systems into some of the most highly regarded household names in hospitality.