



Project Coordinator

- **Department:** Marketing / Reporting to CMO
- **Salary:** Starting from £20k

We are looking for a responsible Project Coordinator to administer and organise all types of projects, from simple activities to more complex plans; you'll be comfortable collaborating with teams to deliver projects on time, within budget and at a high quality standard.

Your role:

- Maintain and monitor project plans, project schedules and work hours.
- Organise, attend and participate in stakeholder meetings.
- Track, analyse and communicate important actions and decisions.
- Prepare necessary presentation materials for meetings.
- Ensure project deadlines are met; track and report project progress.
- Determine/document project changes.
- Provide administrative support as needed.
- Undertake and own project tasks as required.
- Ensure projects adhere to frameworks and operating procedures.
- Develop project strategies.
- Create and maintain all documentation for each project.
- Assess project risks and issues and provide solutions where applicable.
- Ensure stakeholder views are managed towards the best solution.
- Chair and facilitate meetings where appropriate and distribute minutes.
- Create a project management calendar to accomplish goals and objectives.

Personal Profile

- Exceptional verbal, written and presentation skills.
- Ability to work effectively both independently and as part of a team.
- Competency in Office applications.
- Ability to work on tight deadlines.
- Process orientated (but with a sense of humour!)

Requirements

- Proven experience of participating in projects as a coordinator.
- An ability to prepare and interpret flowcharts, gantt charts and action plans.
- Bachelor Degree (in company-related field or management is an advantage).

Applications

Email: jobs@sub.tv