



<https://www.tensor.co.uk/jobs/project-coordinator-security-systems-software/>

## Project Coordinator – Security Systems & Software Installations

### About the role:

The successful candidate will be looking to further their career in project management, working with clients to manage Tensor Access Control and Time & Attendance projects from conception to delivery. You will be responsible for software and hardware installation projects across the UK, working closely with the Operations and Systems departments. Previous experience in project management of software installations or access control systems would be an advantage.

### The role includes:

- Coordinating varied projects from concept to delivery
- Liaising with the Operations, Systems and Sales departments
- Creating and maintaining project schedules and documentation
- Communicating progress, risks and concerns with clients
- Providing regular updates on projects to stakeholders
- Assisting during the pre-sales stage with the sales team
- Being a central point of contact for customers during the project
- Overseeing implementation to BAU to ensure an effective handover of projects
- Developing an in-depth knowledge of our products, underlying architecture and hardware
- Travel to client sites

### What you will need to be successful:

- Excellent verbal and written communication, organisational, and presentation skills
- Reliability, enthusiasm and self-motivation
- Ability to lead tasks and work to tight timescales
- Capable of handling multiple projects simultaneously
- Prioritise tasks as required
- Experience in project management: 1 year (preferred)

### What we can offer you:

- Salary from £20,000 to £24,000 per year dependent upon experience
- A friendly, supportive working environment
- Company car, phone and laptop
- 20 days holidays per annum with the ability to earn 2 extra per year + bank holidays, a private pension scheme is also available
- On-site parking

We fully welcome international applications for this position. Tensor is licensed to sponsor workers on the Worker (formerly Tier 2) immigration route. We hold an A-Rated license and can sponsor employees from the Skilled Worker category.

### Hiring organization

Tensor plc

### Employment Type

Full-time

### Beginning of employment

As soon as possible

### Duration of employment

Permanent

### Industry

Time and Attendance / Security / Energy Management

### Job Location

PE19 5JY, St Neots, Cambridgeshire, United Kingdom

### Working Hours

Monday – Friday, 08:30 – 17:30

### Base Salary

£ 20,000 - £ 24,000

### Date posted

24th March 2021