

Project Coordinator – Security Systems & Software Installations

Hiring organization
Tensor plc

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.

Employment Type
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Beginning of employment
As soon as possible

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

Duration of employment
Permanent

Industry
Time and Attendance / Security / Energy Management

Job Location
PE19 5JY, St Neots,
Cambridgeshire, United Kingdom

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)

Working Hours
Monday – Friday, 08:30 – 17:30

Base Salary
£ 20,000 - £ 24,000

Date posted
22nd January 2021

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.