

## Job Description – August 2018

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### **PROJECT COORDINATOR**

Henley Information Systems (HISL) has been trading for over 10 years and has sourced its business exclusively from the COINS user base. COINS is the leading software vendor in Construction and Housebuilding in the UK. Working from our office on the outskirts of Henley, HISL has grown steadily and become the leading independent COINS specialist. In recent times, our Minder Managed Services offering has grown considerably, as has the volume of Small Works 'Incremental Improvements'.

#### **JOB DESCRIPTION:**

Initially we expect this role to be part-time circa 20 hours per week – over at least 4 days.

Your duties will include but not be limited to;

- Liaising with Customers to schedule and plan small works typically < 10 days (e.g. PO Call offs and change requests)
- Acting as 'Manager' on smaller projects, tracking them through a series of known milestones
- Managing the execution of the small works change request plans with customer and internal or associate resources
- Monitoring time booked tracking and forecasting against expected effort
- Flagging delivery issues which require escalation
- Progress chasing and reporting to customer
- Conducting regular progress calls and meetings with customer
- Being responsible for the maintenance of overall resource usage and project demands using appropriate software
- Monitoring the status of jobs and alerting potential changes in scope or cost overruns
- Ensuring timely completion of time records on our systems as much of your time will be chargeable to client.

#### **PERSON SPECIFICATION:**

In order to be considered for this position your CV must clearly demonstrate the following criteria:

Essential:

- Educated to A-Level or Degree level
- Strong numeric skills
- Competent in MS Word and Excel
- Experience in liaising with customers, account and project managers
- Excellent verbal and written communication skills, confident on telephone
- Task plan creation and tracking
- Ability to follow up/chase customer and internal resource

Desirable:

- Background knowledge in Finance
- Living within a commutable distance to Henley on Thames
- Access to broadband internet connections when working from home.

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