

Position: Project Manager

Location: Kingsclere, Berkshire

Qolcom is a leading Managed Mobility Service provider specialising in the supply, design, implementation and support of Wi-Fi, LAN and UEM solutions. We focus on people, process and technology to create exceptional customer experiences. The purpose of this position is to work within the Qolcom Project Management Office (PMO) and be responsible for leading a project from its inception to execution. This includes planning, execution and managing the people, resources and scope of the project.

As a Project Manager it will be your responsibility to deliver projects on time and in budget, by planning and organising resources and people. You'll need to track work to be completed, set deadlines and delegate tasks to the project team, identifying any potential risks. You will have overall responsibility for the successful initiation, planning, design, execution, monitoring, controlling and closure of a project. You will need to be capable of making decisions, both large and small.

What we will expect you to do:

1. Project Initiation

- Arrange Project Kick Off Conference Call/Meetings
- Produce and Distribute Agenda for Kick Off Conference Call/Meetings
- Chair Kick Off Conference Call, or attend meetings
- Collate Meeting Minutes and Actions from Project Kick Off Conference Call/Meeting
- Chase Action owners to ensure completion

2. Project Planning

- Schedule Work in Project Engineers Diaries
- Review Project Documentation and submit to Customer
- Chase Customer Approval of Documentation
- Produce Health & Safety Documentation
- Confirm Project Engineer Appointments with Customer

3. Project Execution, Monitoring and Control

- Check in with Project Engineers at the beginning and end of each day the Engineer is on a Customer Site
- Confirm the Project Engineer completed their required works

- Be on hand to assist the Project Engineer with any issues that arise whilst the Project Engineer is onsite
- Escalate issues as required
- Follow up with Customer to confirm satisfaction with the works carried out

4. Project Closure

- Ensure all Project Documents have been uploaded to the File Share on completion of Project.
- Ensure all required documentation is handed over to the Qolcom Support Desk.

5. General

- Assist with completion of weekly Project Report
- Assist in production of Professional Services Quotations
- Assist with responding to Customer Bids and Tenders

Here's what we are looking for in candidates for this job:

- Excellent Planning and Organisational Skills
- Leadership and Team Management Skills
- Excellent Skills in Excel, Word, PowerPoint and SharePoint
- Strong Interpersonal and Communication Skills
- Experience of working in a customer focused environment
- Experience of working to Prince2 methodologies
- Full UK Driving License