
JOB DESCRIPTION

Job Title: Project Coordinator
Reporting to: Practice Manager

THE COMPANY

We're a [Microsoft Dynamics partner](#) with an elite team of certified [Microsoft Dynamics 365 consultants](#). Infinity Group work for many well known brands, planning, tailoring, implementing and fully [supporting](#) customised Microsoft Dynamics 365 solutions across the full application stack.

Infinity Group encourage an open, collaborative and friendly office environment. Our Dynamics 365 Team is one of the fastest growing areas of our Group with increasingly large and interesting projects being won and added to the portfolio. Our whole team draws upon a wealth of experience across the full Dynamics 365 Customer Engagement suite in a number of industry verticals from Professional Services, through to Banking, Housing, Healthcare and NFPs.

We also work closely with both Business Central and Finance & Operations Partners on multiple joint projects. The whole team attends industry relevant events and courses to improve expertise and experience whilst social events occur on a regular basis and are equally encouraged to build healthy and meaningful office relationships.

www.infinitygroup.co.uk

THE ROLE

- Co-ordination of administrative tasks across various size software consultancy projects over the full lifecycle.
- Sales administration.
- Schedule project activities and resource planning.
- Business improvement through instigation of formal process and procedures.

MAIN DUTIES & RESPONSIBILITIES

- Work with project manager and clients to document project objectives, scope, deliverables and timescales.
- Identify project activities and resource needs together with subsequent resource planning process and tracking.
- Produce project documentation, including regular status reports.
- Coordinate and control all project activities including liaising with suppliers, other departments and with clients.
- Supporting sales team in the creation of quotes and orders and scheduling sales meetings and demonstrations.
- Monitor progress on cost, timescales and quality and adjust plan accordingly.
- Ensure adherence to process, procedures and good practice standards.
- Communicating progress with Project Manager and clients.
- Regularly connect with existing clients, including site visits.
- Assisting with business improvements for the project and support delivery areas.
- Adhere to H&S and ISO requirements.

KNOWLEDGE & EXPERIENCE

- Experience assisting with small to medium sized IT projects (preferable but not essential).
- Great interpersonal and communication skills (essential).
- Diary management for multiple colleagues (essential).
- Knowledge of planning tools and techniques (essential).
- Change control systems and procedures (preferable).
- Performance tracking and progress reporting (preferable).

PERSONAL SPECIFICATION

- Excellent organisational and administration skills
- Good interpersonal skills
- Proactive communication skills (both verbal and written)
- Great team working skills
- Assertive written and verbal communication skills

BENEFITS

- Flexible working
- 28 days holiday (inclusive of bank holidays) + 1 extra day awarded for each 2 years of service
- Holiday Purchase Scheme – purchase up to 5 days extra holiday
- 10 days sick pay
- Private Health Insurance
- Pension Scheme
- Paid training
- Paid social events (Infinity fun day, Christmas party, Ascot, touring car racing)
- Refurbished office, including a new collaborative with a coffee machine, bar, TV and Xbox.
- Supply of fresh fruit and hot drinks

We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

We are signatory to the [Tech Talent Charter](#) which promotes greater inclusion and diversity within technology roles.