

**Project Co-ordinator (Contract) (6 Months) (£250pd)**

**Location: Site Based/Bradford**

Due to business expansion an exciting opportunity has arisen for a Project Co-ordinator to join our dynamic team.

Concorde are one of the UK's most successful independent, IT, Cloud & Managed Services Providers. We have over 2500 customers throughout the UK and over 70 colleagues in the Concorde family. We have over £14m Group Revenues and rising.

We have a beautifully balanced business split across four main focus areas of  
Technology Solutions  
Cyber Security  
Cloud Solutions  
Communications

Our divisions align a wide range of services and products to give our customers greater depth, focus and flexibility in the areas we feel would be critical to our customer's growth and development ambitions over the coming years.

Taking advantage of our 32 years in business, our people and services have experienced a lot of change and developments within our sector, but we feel that packaging this experience in easily identifiable and recognisable offerings will assist us in providing you and your business the right information, with the right people at the right time.

We do not manufacture anything here at Concorde we are a Managed Services Company that trades on its reputation, One that we are exceptionally proud of and as many of our customer's that have been with us for over 32 years will bear testament too.

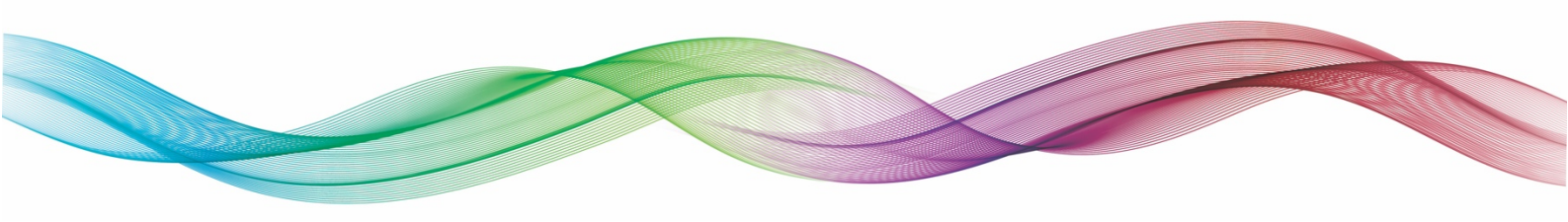
Investment in the talent, skill and dedication of our people translates into world class customer service making sure we deliver it on time, every time, all of the time.

This is an opportunity to join a successful company at the right time, ahead of further successful growth, and be instrumental in the guiding and developing technical excellence.

**Brief Description of the Role:**

About the Role / Project Co-ordinator To take full administrative accountability for the delivery of a Windows 10 Hardware and Software roll out project. You will be required to work to agreed timescales, budget and quality of projects (or small groupings of projects).

You will do provide a professional, consistent and effective project management service to clients in accordance with Concorde Technology Group Business Services governance processes and standards. Manage teams of required specialists in order to deliver projects or small groupings of projects/portfolio of projects in accordance with agreed technical standards and guidelines as described in the Service Development Lifecycle. Proactively manage potential conflicts, e.g. No show of handover appointments etc



### Responsibilities for the role may include some of the following:

- Scheduling and Sending out invites to clients for laptop/Equipment handover appointments
- Schedule and review spreadsheets with appointments/builds/availability each week
- Validation of user information
- Scheduling system logon users for builds
- Rearranging and Co-ordinating missed handover appointments
- Scheduling of equipment for roll out and handover
- identifying floor plans and scheduling users, desks and plans

The ideal candidate would have previous experience working as a planner/work scheduler however a strong business administrator who has experience in a fast-paced office environment would equally be successful. You must be well presented, confident and possess excellent interpersonal and communication skills, both verbally and written. You must demonstrate a proven track record in business administration, be able to multi task, organize and prioritise workload. You must be fully conversant with all Microsoft packages including, Word, and Excel.

### Interview Process:

- **First stage:** This will be a 30 minute – 45-minute recruitment conversation with one of Concorde's recruitment team
- **Second stage:** A face to face interview in Wakefield HQ office or Bradford Site with a member of the Concorde Senior Management Team;
- **Final Stage:** This is offer and agreement of a start date. Start day is usually a Monday @ 9:30am dependent on your availability.

If you're seeking an exciting and challenging role where you can use your skills and learn new ones, whilst influencing the success of growing business then apply now and one of our Internal Recruiters will contact you, to discuss your experience and skill-set.

Please send your CV together with details of salary expectation to: [recruitment@tctg.co.uk](mailto:recruitment@tctg.co.uk)

Further information on the Concorde technology group can be found at [www.tctg.co.uk](http://www.tctg.co.uk)

Concorde Technology Group are an equal opportunities employer and welcome applications from all sectors of the community.

