



Networks by Wireless™

### **Role Description – Project Support Office**

**Job title** - Project Support

**Salary** - £15-£18k - Initial 3 month probationary period

### **Overall description**

To assist Project Management in the control of project schedules, resource and finances. Responsible for project planning, organising, controlling and reporting on assigned project tasks and finances, implementation of systems and processes as required. Role holder will be required, at times, to be the focal point of contact for both internal and external customers/suppliers for those assigned projects and tasks. It would be beneficial if the role holder has experience of projects within a matrix environment and is comfortable in a Customer facing position.

### **Key Responsibilities**

- Generation and maintenance of Project Plans and schedules.
- Co-ordinating material procurement to meet project timescales.
- Co-ordinating site access and other administrative project elements on behalf of Technical Project Managers
- To liaise with Customers and/or Suppliers as necessary to ensure achievement of project requirements.
- Project performance monitoring, advising Project Management of deviations to plan regarding schedule, finance and resource status.
- Effective tracking of workload.
- Project Management of small orders, typically up to value £10k as directed by Chief Operations Officer.
- Monthly project status reporting to include contract/project status.
- Use of Management Tools as required in order to fulfil role.
- Any other tasks as required from time to time and that are appropriate to role

### **Previous Experience & Qualifications**

- Previous successful Project control experience
- Knowledge of the Telecommunications industry
- Ability to coordinate a number of tasks simultaneously
- Computer Literate in programmes such as; MS Excel/Project/Word/PowerPoint

**Location of employment** - Sheffield HQ, with possibility of occasional travel to other Company UK offices or UK Customers

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