

JOB DESCRIPTION

JOB TITLE	Assistant Project Manager
REPORTING TO	Project Manager
SALARY	Commensurate with experience

Intellident is the leading UK system integrator for solutions based on Radio Frequency Identification (RFID) technologies, which are already revolutionising many areas of business where barcodes have previously dominated.

Part of the £1.2 billion LINPAC Group, Intellident Ltd lead the UK market in Smart Media Solutions, including library self service and document tracking. The majority of new business is awarded by tender process.

You will be comfortable working in a pressurised environment, often to very tight deadlines. Your excellent interpersonal, communication and organisational skills will enable you to manage multiple tasks with conflicting priorities to make sure deadlines are met.

Key Role Responsibilities:

- Working closely with other Project managers assisting in :
 - Managing projects to time and cost as defined by project sheets and customer meetings
 - Production of project plans to customers requirements
 - Working closely with stock management and production planning to ensure product is purchased, produced, and delivered in time to enable installations to proceed on time
 - Ensuring required resources are available to progress each project, e.g. software, engineering
 - Liaison with customer where local resources are required to ensure work is completed as specified
 - To oversee an installation either on site or from the office
- Compilation of product forecasts to enable accuracy of purchases on project consumables, for example : tags, safers
- To perform any other reasonable duties as specified in employment contract as required.
- Prepared to travel nationwide and stay overnight as project and customer requirements demand

Key Personal Attributes:

- Outgoing
- Customer focused
- Excellent communication skills
- Good MS Office skills
- MS Project Skills would be an advantage
- Good technical skills and understanding.

Intelligent are an Equal Opportunities Employer

Strictly NO AGENCIES