

CAREERS AT CERTSURE

Job Title:	Program Coordinator
Location:	Hybrid
Salary:	circa £31,000 plus excellent benefits
Hours:	Full time
Contract:	Fixed term
Closing Date:	28/04/2024

What we're looking for

- ❖ Are you passionate about collaborating with diverse teams to achieve common goals?
- ❖ Do you thrive in environments where clear communication is essential for success?
- ❖ Are you known for your exceptional organizational skills and attention to detail?
- ❖ Do you have experience with various project management tools and methodologies?
- ❖ Do you enjoy identifying challenges and implementing creative solutions to drive project success?
- ❖ Are you committed to continuous learning and personal development in your career?

About the role

We have an exciting opportunity for a Program Coordinator to join our Organisation.

In this role your primary responsibility is to support the Head of PMO, Project Managers and the Transformation Office in facilitating the successful execution of projects from initiation to completion.

You will serve as the vital link between project managers, team members, and stakeholders, ensuring seamless communication, efficient resource allocation, and adherence to project timelines.

Your role encompasses diverse tasks, including coordinating project schedules, tracking progress, managing documentation, and support PMs with resolving project-related issues.

By organizing project activities and maintaining comprehensive records, you play a pivotal role in optimizing project efficiency and achieving project objectives. With your attention to detail and proactive approach, you contribute to the overall success of initiatives, driving growth and excellence within the organization.

About the role

- ❖ Assist in preparing meeting packs for governance and project meetings.
- ❖ Collaborate with the team to manage meeting actions and updates.
- ❖ Support updates and maintenance of project management tools.
- ❖ Handle purchase orders and invoice verification.
- ❖ Contribute to updating project processes and templates.
- ❖ Coordinate team meetings and assist with onboarding.

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- ❖ Manage project SharePoint platforms.
- ❖ Provide occasional support to Scrum Masters.
- ❖ Undertake project management tasks as needed.
- ❖ Monitor departmental communications and assist with intranet updates.
- ❖ Keep the Digital Transformation roadmap up to date.

About the company

Certsure offers industry-leading certification services, Building Regulations schemes, products and support to the construction industry.

We are dedicated to providing professional services and certification to a wide range of customers across the building services sector. Our products and services are delivered through the marketing-leading brand NICEIC.

Quality is the foundation of everything we do and as a result, many of our products are Government-recognised and United Kingdom Accreditation Service (UKAS) approved. From the technically excellent assessors to service advisors who really “get” our customers – we are always on the lookout for talented people to join our team.

We aspire to have a diverse and inclusive workplace, and as an equal opportunities employer, Certsure is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

If you'd like to find out more about the benefits we provide for our direct employees, just click on this link <https://niceic.com/about-us/careers/>

Find out more about us

Websites: www.certsure.com or www.niceic.com

Twitter: @officialNICEIC

LinkedIn: <https://www.linkedin.com/company/niceic>

Facebook: <https://www.facebook.com/NICEIC/>

Instagram: <https://www.instagram.com/officialniceic>

How to apply

If you think this is the job for you, then we'd be delighted to hear from you!

Please send your CV and a covering letter to vacancies@certsure.com.

We're unable to respond to all applicants due to the high volumes of CVs we receive. Therefore, if you don't hear from us, unfortunately this means you've been unsuccessful on this occasion.