
HRS are looking for a...

Studio Manager / Project Coordinator

Location: Central London

Salary: Up to £25,000 per annum

Start date: ASAP

Summary:

The Implementation Project Coordinator will be responsible for preparing implementation project plans and then managing and monitoring project plans to ensure successful completion of tasks and delivery of projects on schedule. Internally, you will be liaising with the sales team and technical team lead to determine delivery timescales on customization, data migration and installations. In addition you will liaise with the lead trainer to establish training dates inline with the delivery timescales. Client liaison will also be paramount in ensuring clients are aware of project status and any potential delays.

Responsibilities:

- Managing implementation projects using in-house methodology and processes.
- Involved in full project management cycle, providing project plans and reports for implementation, data migration, software customisation.
- Managing project timelines and making sure all the projects are delivered on time.
- Monitoring multiple concurrent projects of all sizes.
- Coordinate and work closely with internal teams and clients.
- Engaging with clients and client visits.
- Gather project requirements from clients and prepare implementation projects.
- Ongoing Client account management; working on a 3/4month call schedule to deliver a personalized service to maintain client retention.
- Managing future client requests such as system upgrades and customisation.

Experience & Knowledge:

- Previous experience in project management in the software industry is preferred.
- Past experience with recruitment, employment agencies or software development would be advantageous.
- Experience in dealing with clients in alternative industries.
- Knowledge of software planning methodology.
- Experienced with project management/resource planning software.
- Previous experience in enterprise software or system implementation preferable.
- Presentable, confident, communicative and eager to develop within the company.

Interested in the role?

Email mark@gethrs.com
with your covering letter and CV.

Company Information

Recruitment Software for Recruitment Professionals. Introducing HRS, the complete recruitment solution designed to help you source, engage and place more candidates.

Seamlessly manage Permanent, Temporary, Contract and Executive Search recruitment from a single, powerfully integrated system.

With an intuitive workflow and powerful features including recruitment marketing, social media connectivity, advanced Boolean searching, intelligent CV parsing and big data reporting HRS is proven to increase efficiency and accelerate business growth.

Contact details:

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Find out more at: www.getHRS.com