

Job Description

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| Job title: | Project Delivery Consultant |
| Employment Type: | Permanent |
| Reporting to: | Manager Client Services |
| Department: | Project Management |
| Working hours: | 8:30 – 17:00, Monday to Friday |
| Location: | Atlanta (preferred) |
| Travel: | 40%-50% |

Description of role

This is both an office and field based role working closely with existing / new customers and prospective clients supporting the implementation of Voiteq's software/hardware solutions at our client's locations. The Project Delivery Consultant will be a member of the project team and have responsibility to ensure projects are delivered and invoiced on time, to specification, within the project budget, while enforcing the company's project standards and methodology and minimizing exposure to risk.

Communication and organization skills are essential as you will need to liaise and be the link between multiple parties including the Voiteq team, customer and third party organizations. You will be working closely with the account management and development teams to ensure smooth transition from prospect to a successfully completed project.

Voiteq is continually looking to enhance our offering, through the use of new technologies and solutions so you need to be flexible and able to adapt your skills to work on different projects.

The Project Delivery Consultant's duties may be required at any location throughout the CentriQ Groups customer base, either in the UK, Europe or North America.

Main duties include

- Creation, maintenance and control of project documentation, including the production of regular project status reports
- Managing day-to-day operational aspects of a project , including the setting and management of client expectations while identifying and minimizing potential areas of "scope creep"
- Review deliverables prepared by the project team before delivery to clients
- Facilitate and prepare for team and client meetings, including production and delivery of presentations where required
- Project commercial control and margin maintenance, identify additional business opportunities and prepare client quotations and progress as appropriate
- Contribution to the annual team budget.

Skills and Competencies Required

Essential

- Proven project management experience (between 1-3 years)
- Able to manage complex (multi-site) projects
- Excellent Communication skills
- Organised individual
- Microsoft Project
- Microsoft Windows operating systems
- Good customer facing skills and ability to develop lasting client relationships
- Able to use own initiative and confident to question
- Self motivated
- Ability to deal and work with people of all levels

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- Managing and delivering sensitive information to clients
- Proactive with good problem solving skills
- A good level of business English writing skills / grammar

Desirable

- IT Project Management experience
- Warehouse operations experience
- Experience with WMS, ERP, LMS systems

Qualifications:

Any relevant qualifications or experience covering the above will be taken into account.