

Job title	Programme Coordinator
Reporting to	Project Manager
location	Rotherham, South Yorkshire/ Huthwaite, East Midlands (Flexi working)
Job summary	<p>Svella Connect is a leading provider of telecoms and digital infrastructure, building and installing high-speed broadband networks to help connect businesses and residents with full-fibre internet. With depots in Warrington, Leeds and Huthwaite, Nottinghamshire, we are a leading contractor for telecoms and internet providers such as Virgin Media and Openreach – and carry out a range of projects across Yorkshire, Midlands and the North West.</p> <p>Our vision is to be the employer of choice in the industry by investing in long-term growth, introducing technology, innovation and developing efficient ways of working to ensure excellent service for our clients and their customers.</p> <p>On a day to day duties include but are not limited to;</p> <ul style="list-style-type: none"> - Updating the MSP programme - Track percentage completions and liase with the Project Coordinator - Sit in contractor meetings when discussing handover dates - Manage the key dates - Report in the Project manager any changes/ slips/ progress updates etc
Skills, qualifications and experience required	<ul style="list-style-type: none"> - Experience in Microsoft Project (or similar) - Previous experience in programme delivery - Clean Driving licence & own vehicle - Proficient IT skills with Excel and Word - Experience or Knowledge of Cemar (NEC contracts)
Salary & Benefits	<p>£23k - £25k per annum</p> <p>For the right candidates we offer an attractive benefits package in a rapidly expanding forward thinking company. Competitive salary depending upon experience and qualifications.</p>
Applications	<p>All applications in writing, including full CV to: recruitment@svellaconnect.com or please visit our candidate portal via our website https://www.svellaconnect.com/careers</p> <p>At Svella, we are committed to creating inclusive opportunities for all our employees. We encourage applicants from all backgrounds to reflect the communities in which we operate and serve, and the customers we support. Please do let us know should you require any reasonable adjustments during any part of the application process.</p>