



PROJECT MANAGER (PMO)

Location: Crawley, West Sussex

Job Type: Full-time, permanent

Salary: £45,000-£55,000 according to experience

Reports to: Head of Operations

Job Summary

You will have responsibility for setting up and running the central Project Management Office (PMO) function for cross departmental projects spanning Product, Business Development, Sales, Marketing, Finance, and IT, working with the C-suite, departmental heads and departmental Project Managers (PMs). This is a hybrid working role, full office attendance may be required on occasion inline with business needs.

What Will the Successful Job Holder Be Like?

You will have experience in managing projects as a PM or be ready for the next step in your career taking on that level of responsibility. You should enjoy working for a small company which is experiencing rapid growth within the IT sector. You will have excellent interpersonal and communication skills at all levels, and the ability to develop good relationships with your management colleagues, staff and external parties.

About Akixi

Akixi is a fast-growing and profitable private equity (PE) owned company, operating in the UK, Europe and US, and headquartered in Crawley, West Sussex. We offer cloud-based real-time call and contact analytics to small and medium-sized businesses and have over 7,000 customers and over 300,000 users.

We are proud to be recognised within the industry, winning the 'Best Analytics Platform' in the UC Today Awards 2020 and 'Best Call Management Solution' in the Comms National Awards 2020. Akixi is part of the Cisco Partner Ecosystem and a member of the Cisco Solution Partner Program.

www.akixi.com

How to apply

Email Jacquie Griffey at personnel@akixi.com with your CV and a covering letter stating why you want the role.

Key Responsibilities

Management and Delivery of Cross-Functional Projects

- Collaborating with other department leaders to define, prioritise, and develop projects
- Planning project management, including setting deadlines, prioritising tasks, and assigning team members to deliverables
- Analysing financial data, including project budgets, risks, and resource allocation
- Providing financial reports and budget outlines to Executives
- Overseeing the development of the project and ensuring that team members are carrying out their tasks efficiently while upholding the company's standards
- Drafting new and improving existing PMO policies and processes
- Continuously evaluating projects to ensure they are meeting company standards, adhering to budgets, and meeting deadlines
- Accurately documenting the project's creation, development, and execution as well as documenting the project's scope, budget, and justification

Team Engagement and Communication

- Cultivate inter-departmental relationships and promote a positive work environment
- Communicate frequently with team members, management and third parties when required, regarding project status, involving them in the identification and resolution of project problems, issues, and risks

Additional Duties

- Ad hoc analysis and reporting
- Any other duties as required

Qualifications and Experience

Essential

- At least 3 years' experience working as a Project Manager
- IT literate including competence with Microsoft Word, Excel, PowerPoint
- Experience of Agile development planning software e.g. Jira, Trello, Basecamp
- Able to demonstrate experience of sole responsibility for managing cross-functional projects or complex departmental projects
- Experience working in a commercial environment
- Able to demonstrate analytical ability with high levels of planning and organisation skills
- Ability to positively engage colleagues in project delivery, promoting and facilitating teamwork

Qualifications and Experience

Desirable

- Project Management qualification
- At least 3 years' experience working within a PMO environment
- Experience working within the IT sector
- Experience working with SaaS products within telecommunications sector
- Experience of Agile and Scrum working development environments

Agencies

Recruitment agencies and other recruitment product providers who are registered on our Preferred Suppliers List and have agreements with Akixi Limited will be the only agencies and recruitment service providers we will use.

Please do not forward speculative CVs to Akixi Limited or its employees without prior authorisation. Akixi will not pay any fees related to candidates that have been introduced by suppliers and not on our approved list.