

# Project Coordinator



# About the role

We have an exciting opportunity for a promising Project Coordinator to utilise great organisational and communication skills to progress in a career within the Production department at BYG Systems, one of the UK's biggest providers of e-learning solutions. You will be joining a passionate team of creative individuals who work with a range of well-known global companies to develop bespoke, interactive training scripts in the field of learning and development. This position is your chance to take the lead in coordinating projects for Production. This involves the planning and scheduling of projects, coordinating project teams to ensure timely delivery of project components, and liaising with clients to ensure deadlines are met on both sides.

## What does this role involve?

- Leading the co-ordination of multiple projects.
- Ensuring projects are delivered on time, to budget, and that they meet client expectations.
- Hosting regular client calls to discuss the progress of projects.
- Collaborating with specialists in design and instructional design to create exciting, original learning solutions.
- Working closely with subject matter experts to broaden your understanding of various training topics.
- The opportunity to attend face-to-face client meetings across the UK and Europe to ensure a successful collaboration throughout the project lifecycle.

# About the role

## Our successful candidate will have...

- 2:1 degree or above.
- 1-2 years' commercial experience in a client facing role.
- Fantastic organisational skills, with the ability to multi-task.
- Strong communication skills, both written and verbal.
- A calm and level-headed persona, with the ability to cope with potentially stressful situations.
- Excellent attention to detail.
- A personable and flexible approach to new situations and new people.
- A passion for learning and development.

# What we offer

- **Holiday:** our staff are entitled to 31 days of paid holiday per year (inc. bank holidays).
- **Development:** our managers and supervisors provide continued professional development with in-house training and mentoring programmes.
- **Events:** our awesome events committee arrange a variety of exciting charity fundraising activities throughout the year. We also host an annual summer BBQ and Christmas party, as well as monthly social events (usually revolving around food or the pub!).
- **Awards:** we hold 'employee of the quarter' awards which are voted for by the entire company; and the 3 people with the most votes get a cash prize!
- **Location:** we're just a quick tram ride away from Nottingham city centre and just across the road from the beautiful Nottingham University's Park campus; which hosts a number of cafes, a park and a boating lake (as long as you don't mind a few students).
- **Food:** we're pretty food-obsessed here at BYG. As well as occasional departmental fuddles, you can dig into some bacon every Friday and you'll regularly find a selection of treats in the kitchen.
- **Gym:** if you fancy getting fit after all that food, then you're in luck! All our staff members are eligible for a corporate discount across all of Nottingham City Council's gym and fitness facilities, the nearest of which being Nottingham's Tennis & Fitness centre which is just a 5 minute walk from the office.

# What happens next?



- If you are interested in finding out more, please email [jobs@bygsystems.com](mailto:jobs@bygsystems.com) with your CV and a covering letter attached and referring to the Project Coordinator role.
- We will acknowledge receipt of your email and as soon as the Production managers have assessed your experience we will contact you to discuss the role and the next steps

## Let's connect

In the meantime, why not check us out on [Twitter](#) or [LinkedIn](#)?