



BabelQuest

Project Coordinator

Like the buzz of a busy day, supporting and collaborating with others to achieve positive outcomes. You're meticulous when it comes to details, so others can focus on the bigger picture.

You have a proactive mindset and adapt easily to shifting priorities working with our busy consultants. You're comfortable juggling multiple tasks, keeping track of the details to ensure we collectively deliver on project success.

You're interested in technology and digital transformation in order to be able to understand industry jargon and have a broad understanding of CRM implementation projects, integrations and/or HubSpot.

On any given day, you might:

- Upload a new project to our project management system and check that the consultants tracked their time for yesterday
- Deliver a project kick-off meeting, gathering input from stakeholders to define goals, deliverables, and timelines
- Lead a client steering committee with both the client and key stakeholders
- Chase documentation from a client so a consultant can review them the next day ahead of workshop
- Review consultants schedules as a client has requested a workshop to be moved
- Identify potential risks or roadblocks early and propose actionable solutions to keep projects moving forward
- Document project milestones, lessons learned, and opportunities for process improvement
- Prepare and deliver reports to stakeholders, highlighting key achievements and any challenges encountered

Why you'll love working here:

- Flexible working (a mix of home and office).
- Half a day each week (23 days a year) dedicated to personal and professional development.
- Up to 30 days of paid annual leave and unlimited unpaid leave.
- A month-long paid sabbatical and a £2,000 bonus to celebrate five years with the company.
- Benefits worth £650 per year to support your work-life balance.

Salary: c £30K per year - FT/PT

The ideal candidate will understand the importance of working effectively with our internal consultants to support the successful delivery of projects for our clients.

Why Join Us?

Our company takes pride in fostering innovation and collaboration. We value your input and provide a supportive environment for you to grow. By joining us, you'll be part of a team dedicated to delivering impactful results while cultivating your own career growth.

