

Graduate Project Coordinator

LOCATION Based in Plymouth

SALARY £18,500 (full time)

Are you looking for an exciting and challenging graduate opportunity within project management? Are you excited by the prospect of working with global clients and offering them an outstanding service?

We are now looking for a Graduate Project Coordinator to help support, and learn from our Project Managers. We use the latest technologies and innovations to create our elearning, so along with being a natural planner, the role would ideally suit a graduate with a strong interest in learning and technology.

What's involved

You will be placed in the heart of Sponge working alongside a variety of creative teams, learning all about the exciting and innovative elearning industry.

Supporting the Project Managers in the delivery of elearning modules, you will take responsibility for project administration and communicate this regularly to clients. The role will involve occasional travel around the UK and overseas.

Liaising with our clients as their first point of contact, you will help to resolve queries in a swift and professional manner. Working alongside Learning Designers, Graphic Designers and Developers, you will ensure project accuracy in terms of time management and planning.

You're good at

Providing reports.

You are confident taking responsibility for reporting project activity. You can use databases and Microsoft Office to identify and accurately extract relevant data.

Communicating with clients.

You are comfortable contacting clients to talk through their projects, both via email and phone and are also happy to attend face-to-face meetings.

Teamwork.

You will enjoy being a vital part of the Project Management team, and happy to work with a range of people within the company in order to ensure smooth processes.

You like

Planning and organising.

You are the sort of person who checks and double checks important points, just to guarantee everything is on track and there are no problems.

Mixing it up.

You like being able to work in different areas and get involved in multiple projects. With your can-do attitude you are always up for a new challenge.

Using your initiative.

You like to be proactive. If you have an idea or a suggestion for solving a problem, you will put it forward so that your team is always developing best practice and working efficiently.

You have:

- An impressive degree with the desire to learn and grow
- Confident and highly professional business communication skills
- The ability to multi-task, manage time and work to tight deadlines
- A high level of accuracy and attention to detail
- Meticulous planning and organisational ability
- Experience of MS Office and the ability to pick up new software programmes
- A positive, can do attitude with excellent team skills

Why join us?

To learn more about our award winning company and to find out what it's like to work for us, please visit our [careers page](#).

How to apply

Send us your CV along with an inspirational cover letter showing us what a great match you are for Sponge and the role.

We can't wait to hear from you!

sponge^{uk}

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**Click here
to apply**