



IT Project Co-ordinator Swindon

The Hills Group is looking to recruit a Project Co-ordinator to join the IT team based at our office in Swindon.

About us

The Hills Group of companies covers waste management, recycling, aggregates, concrete and building quality new homes. Our IT team provides support and solutions to meet the diverse business requirements to enable our continued success.

About the role

The main responsibility of this role will be to co-ordinate the delivery of key IT projects for new and existing business systems.

In this role you will ensure that IT projects follow the agreed methodology making sure that documentation is accurate, complete and processed to the agreed timescales. As we use mobile devices and in cab solutions you will be coordinating and supporting areas of the business to meet their requirements to use the technology effectively. As our sites are based across Wiltshire and the surrounding counties you will also be required to attend site meetings, training sessions and co-ordinate installation and upgrades.

About you

To be successful in this role you will be a strong communicator and a reliable team player. It is essential that you are a competent MS Word and Excel user and have the ability to learn and use bespoke software. You will need a methodical and logical approach with effective problem-solving skills. Attention to detail is key in the role and your ability to utilise this skill will be invaluable.

If you have previous experience of MS SharePoint and project management qualifications it would be beneficial however, is not essential if you have other relevant experience.

Please email your CV to join@hills-group.co.uk or contact Hills on 01793 781199 for an application pack quoting the vacancy reference HGL1317.

The Hills Group is committed to monitoring and maintaining equal opportunities and welcomes applications from all sections of the community.

www.hills-group.co.uk