

Title: Business Project Coordinator(s)

Team: Corporate

Reporting to: CEO

Primary Location: London, UK

Education: Bachelor's Degree

An opportunity for bright, ambitious individual(s) to gain experience & significant organisational exposure, working with members of the Group Management Team (CEO, COO, CSO) of a fast growing, internationally recognised business.

The successful applicant(s) will develop an understanding of the technology & operations of the company as well as project management and change management processes and their key issues and considerations, as part of this role.

The strategy co-ordination unit will be responsible for ensuring Group wide tasks and projects are monitored and documented in a transparent way, driven and completed to deadlines.

Liaison with the Group Management Team will involve:

- Working with Group Management Team to close out existing projects and develop new initiatives.
- Co-ordinating and communicating effectively across the global business to assist with roll-out of new initiatives, projects and areas of business.
- Ensuring activity is recorded and logged and available to the rest of the senior management team, in a transparent/accessible medium.
- Identifying potential roadblocks to progression and escalating to the relevant senior manager
- Organising, contributing & documenting team discussions and assumptions
- Researching & understanding existing and new areas of the business, to better identify opportunities and issues.
- A flexible approach – given the time-zones of our business, responses will be expected, outside of normal working hours – within reason.
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Business strategy coordinators will interact with all areas of the company, including senior management, sales, operations, technology, marketing and HR & will be expected to act as extensions of the Group Management team. They will be privy to sensitive & confidential information, including the inboxes of (specified) Group Managers & asked to respond and schedule appointments for anything outside the Executive Assistant's remit requiring preparation/organisation/planning.

Business strategy coordinators will be expected to manage specific projects for the team as instructed. It is impossible to define these projects but they may range from small localised, tactical issues which are resolved almost immediately to longer term, strategic projects, with roadmaps over 12 months.

Qualifications

The candidate(s) may already be working in a market research, technology or other professional services firm. Previous experience is not essential. We are looking for candidates who are looking for their first or second role. They should be highly motivated, self-starters, with very strong organizational, teamwork and communication skills. Must not be afraid to ask questions and seek guidance if unsure but similarly, once briefed, will be expected to execute specific tasks with minimal supervision. Must be able to manage several projects simultaneously and meet tight time deadlines. Applicants are expected to have record of excellent academic achievement & as a minimum, a strong Bachelor's degree.

To apply, please send your CV and cover letter to vacancies@yougov.com