



GROUP
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JOB DESCRIPTION

ROLE: IT Project Executive

SALARY AND BENEFITS: Negotiable

LOCATION: Perivale and Ruislip, Monday to Friday 9am to 7pm or 2pm to 10pm

PRIMARY RESPONSIBILITIES

Managing and supporting project objectives by planning project activities; evaluating implementation and progress of project.

SECONDARY RESPONSIBILITIES

- Project Planning
- To independently run medium to large size project smoothly.
- Manage day-to-day operational aspects of the project(s).
- Advise and implement new IT changes
- Ability analyse complex situations and problems and troubleshoot
- Making the operation more lean and effective
- Updating stakeholders on project performance in line with any re-costs and budget implications
- Offering advice on methodologies and 'best practice' for projects to ensure maximum efficiency for delivery
- Managing, monitoring and reporting on project performance
- Able to work within a team and support members
- Any other duties as and when required.

ESSENTIAL EXPERIENCE, SKILLS AND ABILITIES

- BSc in IT, Engineering or Project Management
- Previous experience in a IT engineering background is required
- Good working knowledge and understanding of firewall management systems and Symantec backup.
- Previous Experience with Certifications such as Cisco CCNP/ Microsoft MCSE
- Knowledge of Tape library management and telephone experiences would be desirable
- Clear verbal and written communication skills
- Ability to adapt within a fast paced environment
- Strong Interpersonal skills
- Excellent time management skills
- Willing to learn and take on new projects