
Project Manager Trainee

About us

Evolving Networks is the UK market leader in Software Defined Networking solutions. We are a fast growing, innovative ISP and software house specialising in the provision of fully managed SDWAN solutions to the UK business market. We have been recognised as the only UK company amongst the top 10 most dynamic SDWAN providers in the world. Our customer base includes some of the largest companies in the UK and we have developed a deserved reputation as a true innovator in the marketplace.

Although we are at the cutting edge of our market, Evolving Networks has been established for ten years, is privately held, debt free and stable, with an established customer base. We recently purchased a new office on the Lynch Wood Business Park.

Benefits

At Evolving Networks, we have high standards and take our jobs seriously, but we also enjoy each other's company and want to work in a stimulating and fun environment. To that end, we have:

- An open, relaxed, diverse and friendly office environment
- Regular company funded social events (curry nights, BBQs, Xmas parties, team building exercises, charity events)
- Free tea and coffee (and often donuts & biscuits)
- Free onsite parking
- Company pension scheme
- Private healthcare scheme & option to add partners/children
- Unlimited Dog days
- Chill out areas with smart TVs
- Free qualification of your choice each year

Are you an Evolvian?

We pride ourselves for the resilient and cutting-edge products we provide our customers, so we apply the same attitude towards the staff we hire to join our team. It is important we all have similar values (not all exactly the same, because that would be boring!) so we can push forward together and be as successful as possible. Are you:

- Loyal
- Accountable
- Committed
- Honest
- Motivated
- Wanting to make a difference
- Positive
- Able to meet deadlines
- Willing to help others
- Respectful of company policies
- Self-motivated
- Excited to be involved in joining us on the journey of building, growing and being the most dynamic SD-WAN provider in the UK

Working week

- 09:00 – 18:00, Mon-Fri
- Total hours per week: 40

Salary

£13,416 - £18,137.60 per annum, depending upon age and experience

Job Summary

This is a varied, fast paced position within a lively and vibrant office. As a Project Manager Trainee, your primary responsibilities are to plan, coordinate, and oversee operations on customer projects. Your duties are to assist with timeline development, ensure production is on schedule, provide supervision from start to finish, and offer guidance to improve progress. You will manage and control a number of systems, vital to the smooth running of operations. Using our Microsoft CRM system and multiple in-house systems, you will be responsible keeping records/data correct and up to date.

Day to day tasks:

- Assisting the other Project Managers within the team
- Managing projects from start to finish
- Overseeing orders from when signed order form comes in through to hardware being sent to customer
- Managing CRM system
- Setting up & maintaining customer records on several systems
- Picking stock and setting up configuration records
- Stock management
- Order placing
- Weekly reporting/statistics
- Managing estate of 2000+ telephone lines and internet connections

Personal Qualities

- Computer literate (Excel, Word, Microsoft Office)
- Awareness of the essential role of IT within business
- A good standard of written and verbal English
- Ability to listen and follow instructions
- Able to handle a varied work load
- Able to prioritise work load
- Be willing to assist in other areas if needed

Training

We are keen to promote and develop our staff, so whilst working in this position the successful candidate will also receive training to achieve an industry appropriate qualification.