

## OPPORTUNITY: PROJECT ADMINISTRATOR (PLYMOUTH)

**VUALTO are looking for a Project Administrator to work as part of the Project Management team at VUALTO.**

### ABOUT THE ROLE

Ideally, with project coordination experience in the IT sector, we person will work closely with teams across the organisation on numerous key projects working alongside project managers.

Using industry standard project management tools and processes, the role will require high attention to detail and the ability to manage many projects and tasks simultaneously.

### AS PROJECT ADMIN YOU WILL:

- Assist the project management team in the coordination and administration of projects.

- Attend meetings and capturing discussions and agreed actions.
- Manage calendars and coordinating travel arrangements.
- Build relationships with the development team and clients.
- Help to ensure that priorities are applied and that milestones and deliveries are met.
- Assist in the creation of project plans.
- Create and managing project management documentation for projects.
- Liaise with other teams to ensure that we understand the status of existing and forthcoming projects to ensure that we resources are correctly applied.
- Liaise with suppliers where required to fulfil project deliverables.

### ESSENTIAL SKILLS:

- Educated to degree level in an appropriate subject or equivalent qualifications or experience.

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- Good experience of Microsoft Office and/or equivalent.

### DESIRABLE SKILLS:

- Excellent organisational skills, with the ability to manage large, single or multiple projects within fast moving environment.
- Solid commercial understanding and acumen
- A team player – able to build and maintain collaborative relationships within a business environment.
- A proactive, responsive and assertive attitude to achieve clear project goals and deliverables.
- A demonstrable ability to work within defined processes, with an excellent eye for detail.
- An ability to break through barriers and obstacles to get the job done.

## **ABOUT VUALTO:**

VUALTO is a fast growing company who design, develop and deploy pioneering technology to make online video happen. We are proud to work with broadcasters and content owners throughout the UK, Europe, America and Asia and our products include: live and on-demand video delivery to multiple devices, instant Live2VOD automation, Digital Rights Management, Players and Player SDK's.

We have grown from 4 to 40 people over the past 6 years and we continue to expand our offices throughout the UK. At VUALTO you can enjoy working with a friendly, inclusive and ambitious team, with the opportunity to develop your career and be instrumental in shaping our company's future.

A work-life balance is so important to us and it's one of the reasons we are choosing to grow our team in the South West. Not only does it offer stunning beaches, countryside and a colourful metropolitan lifestyle, it's also a thriving, and ever growing tech hub. We're really proud of our company culture – it's a place where you can inspire, be inspired and really make a difference.

## **OTHER BENEFITS OF WORKING FOR VUALTO:**

- Company pension
- Childcare vouchers
- Generous holiday package
- Perkbox membership
- Salary sacrifice bike scheme
- Flexible working hours and break times
- Relaxed dress code

## **LOCATION:**

This role is based in our central Plymouth office.

