

Project Delivery Manager

CIPHR are a rapidly expanding, innovative, UK based tech company who provide online (SaaS) HR systems and solutions to help organisations attract, engage, manage, and retain their workforce more effectively.

About the Role:

CIPHR has an opportunity for an experienced Project Manager to join CIPHR, a fast-growing SaaS business, as a Project Delivery Manager.

To own and manage a portfolio of SaaS implementation projects, using a suite of Microsoft Software such as Project, Teams, Dynamics CRM etc.

- To provide a high-quality customer service whilst engaging with stakeholders of various levels at the organisations where our SaaS solutions are being implemented.
- To work collaboratively with other project delivery managers, ensuring our entire portfolio is managed effectively and efficiently.
- To identify and reduce (where possible) risks to implementation and clearly communicate these with the customer where appropriate.
- To follow our delivery method in the implementation of our software and work with the team to improve this where possible.
- To produce and maintain a project plan, ensuring the customer is aware of activity at each stage of the project, effectively communicating our responsibilities and that of our customer in their implementation.
- To effectively communicate with customers via email and regularly scheduled calls, and where appropriate supporting these calls with clearly written status reports for the project.
- To manage the allocation of resource towards your projects, sending diary entries and remote meeting requests to attendees (both internal and external).

About You:

- Experienced in the project management of implementing SaaS solutions into businesses.
- An effective problem solver.
- Computer literate, it is desirable that you have MS Project experience.
- Customer focused.
- Excellent organisational skills with the ability to prioritise work efficiently.
- Works well under pressure.
- A team player who will work towards the goals of the department and organisation.
- Detail oriented with the ability to manage your time effectively.

What we offer:

Apart from a working with a great team, a growing company and having the chance to learn and enhance your knowledge and qualifications, we offer;

- 25 days annual leave (28 after 3 years services), plus bank holidays
- Pension
- Regular training
- Life assurance
- Medical Cover and Dental cover
- Perks at Work – access to exclusive discounts, cinema tickets, etc.
- Free annual health screening
- Gym Loan
- £1,500 employee referral scheme