

Project Coordinator

EMEA - UK

PDI Ninth House is a premier global leadership solutions company with distinctive expertise in accelerating leadership effectiveness to maximise organisational results. We have 43 years of experience in helping clients identify, manage, develop, and deploy superior leaders across all levels of their organisation. PDI Ninth House serves thousands of clients on six continents, partnering with the world's leading organisations, enabling them to address critical leadership challenges with innovative solutions. Come join our growing team, and be part of PDI's "Real Leadership Advantage".

Job Summary:

Project Coordinators have responsibility for the delivery of projects and professional services to a wide variety of global clients, ensuring that the full project cycle, from sale to delivery and post-project debrief, are executed in a highly professional manner and to a high degree of client satisfaction.

Partners with consultants and other staff to ensure all aspects of the project are running smoothly; managing all the logistics for setting up a project and implementing what is promised to the client.

Works with other team members and clients on a local, regional and global level.

Job Responsibilities:

Client Focus

- Under the direction of the client team, create and execute project plans, regularly update and communicate status, hold team members accountable for meeting milestones and proactively raise concerns regarding scope creep, delays, resource constraints, etc.
- Complete client and project setup and maintenance in PDI systems.
- Resource projects and schedule delivery work with the help of local and global resource managers.
- Assessment centre management and delivery, both on and off-site.
- Coordination with off-site delivery locations.
- Act as the primary contact for client information, updates, delivery, issue resolution and data tracking.

Administrative

- Coordinate or edit documents and materials.
- Coordinate materials production for client-focused meetings.
- In conjunction with the client manager, maintain sales forecasts in PDI systems.
- Create, refine and/or edit talent grids, summary analyses or integration grids.
- Maintain online client documentation, and upload to internal website.
- Other administrative office tasks.

Financial

- Monitor project financials – in addition to monthly invoicing and AR, proactively raise concerns regarding forecast, completion rates, variances, billings and backlog on the projects.
- SAP work: billing, invoicing.
- Identify and suggest process improvement opportunities for the group or on internal company projects based on past and current experience.

Competencies/Skills:

- Strong attention to detail.
- Maintain a consistent, high level of productivity.

- Strong customer service focus – able to identify and anticipate customer requirements, expectations, and needs.
- Excellent written and verbal skills.
- Ability to prioritise multiple projects and adapt appropriately to competing demands and shifting priorities.
- Work effectively with cross-functional and remote teams.
- Ability to deal with pressure and deadlines.
- Solid interpersonal skills with the demonstrated ability to develop and maintain productive relationships at all levels of the organisation.
- Consistently demonstrate accuracy with work being presented to internal and external clients.

Required Education and Experience:

- 4+ years project coordination experience.
- Advanced level of skill with MS Office
- Fluency in English is required.

Preferred Education and Experience:

- Professional Services or HR experience preferred.
- University degree strongly preferred.
- Experience in Assessment center strongly preferred.

Personnel Decisions International (PDI) provides employees with the opportunity to build their career in a stimulating, multicultural environment as well as offering competitive compensation and benefits. We are an Equal Opportunity Employer (EOE).

Job reference: REQ #

Contact Information

Please send your resume and cover letter to: career-EMEA@personneldecisions.com