

JOB DESCRIPTION

Project Manager

LOCATION:

Milton Keynes Head Office - Mix of home and office-based working

REPORTING TO:

Project Management Lead

HOURS:

Full-time

SALARY:

Dependent on experience



WHO ARE PRAGMATIQ?

At Pragmatiq, we work with ambitious organisations to help them do better and be better. As an award-winning Microsoft Solutions Partner, we support businesses and non-profits to achieve their goals through digital transformation – using Microsoft Dynamics 365, the Power Platform, and Microsoft Copilot Studio.

Our team are at the heart of the business, with expertise spanning a variety of areas. Each day, we always aim to bring out the best in each other and all work together to achieve our mission:

We support our customers to build better and smarter organisations, leveraging the power of technology to unlock opportunities. We do this through a Microsoft focussed strategy, consistently pushing the boundaries of the platform, combined with Pragmatiq's approach to Excellence in everything we do.

Our values embody who we are and underpin everything we do as a business. Additionally, they help us to ensure all activities and initiatives related to hiring, promoting, development and reward are aligned.



ACCOUNTABILITY

We take ownership & responsibility, and lead by example to ensure we deliver results.

Connected Values: Ownership. Reliability. Integrity.



COLLABORATION

By working together, being curious and sharing ideas, we identify solutions, quickly.

Connected Values: Humility. Respect. Communication.



EXCELLENCE

We believe in going above & beyond, being proactive and continually striving for better.

Connected Values: Ambition. Adaptability. Pioneering.





THE ROLE:

The Project Manager will be responsible for planning and overseeing projects to ensure they are completed in a timely fashion and within budget. You will support in planning, designating project resources, monitoring progress, keeping stakeholders informed the entire way, etc. This is all done within the confines of a company's goals and vision.

KEY RESPONSIBILITIES:

- Contribute to the overall strategic direction of the PMO, improving processes and use of technology
- Project Scheduling and Work Planning
- Managing risks and issues
- Resource Planning
- Tracking Project Hours
- Feedback to Operations Director on general progress and actual hours v planned
- Identify and highlight any areas where there will be commercial conflict
- Status updates
- Defining project tasks and chasing both internally and externally through to completion
- Capturing requirements within each project session (remote)
- Supporting helpdesk team, post-implementation
- Managing internal projects
- Contribute to process re-design, re-engineering and execution in various areas across the business

SKILLS AND EXPERIENCE:

- Relevant Project Management qualifications
- Previous experience in a Project Management position with IT projects
- Experience in managing Microsoft Dynamics projects (desirable)
- Experience and understanding of Microsoft Dev Ops (desirable)
- Strong understanding of business processes across a range of industry requirements
- Ability to produce well-written documentation, suitable for presentation to the customer
- Ability to maintain a pleasant manner and calm disposition in difficult situations, with prospects and team members
- Team player with a proven track record of team innovation, creativity and results

COMPETENCIES REQUIRED:

- Highly organised with an attention to detail
- Problem solver
- Commercial acumen
- Excellent oral and written communication skills
- Proactive and flexible
- Forward-thinking with the ability to use initiative
- Excellent analytical skills





EQUALITY, DIVERSITY AND INCLUSIVITY:

At Pragmatiq, we aspire to have a workforce that is diverse and representative of all sections of society. We value different thoughts and perspectives, and believe that a diverse workforce enables growth and creates a sustainably inclusive workplace for all employees. If you would like to discuss any specifics of the role and how you might be suitably qualified, or to discuss flexibility or accessibility requirements, please contact careers@pragmatiq.co.uk.

WHAT WE CAN OFFER:

You will be part of a fast-paced Microsoft Solutions Partner at an exciting period in our growth. You will be an integral part of a talented team, dedicated to client success and ongoing innovation to remain at the very top of our game in a specialist area of technology. We provide our employees with an extensive benefits package, that includes:

- Private medical insurance
- Employee Self-Improvement Scheme; £500 funding to access a range of opportunities that support personal, physical, and mental development
- Healthcare plan allowing you to claim money back on treatments across areas such as Dental, Optical and Physiotherapy
- Access to a mental health support service
- A rewards account providing a range of discounts across a variety of excellent brands
- One paid-for volunteering day a year for a charity of your choice
- Hybrid working environment
- Quarterly team social events
- 25 days + Bank Holidays
- Birthday off work
- £200 to spend on home office equipment
- Competitive salaries
- Walking meetings
- Pension plan
- Based in bright, spacious offices in Central Milton Keynes, a short walk from Centre:MK and MK train station
- Option to buy an extra 5 days leave, or claim 5 days back at the end of the year

HOW TO APPLY:

If you wish to apply for this role, please send your CV directly to careers@pragmatiq.co.uk.

