

Assistant Project Manager

Overview

NSL are pioneering the use of satellite navigation by shaping the use of Global Navigation Satellite Systems (GNSS) within critical markets such as those that directly affect the safety of citizens, are key in terms of national strategy, or affect the way business is conducted. NSL is a dynamic SME with a high-calibre workforce who pride themselves on technical expertise, innovation, responsiveness and flexibility. Would you be interested in joining our team to help with the operational management of our projects, ensuring timely and successful delivery and liaising with the clients?

NSL have an immediate requirement for a full time **Assistant Project Manager**. The role will be based in either Nottingham, UK, or in our new European office.

Main Duties

- Assist with the management of a variety of projects ranging from product development through to service delivery.
- Develop expertise in scheduling, financial control, risk management, quality management and supplier management.
- Close interaction with multi-functional teams, developing understanding of different functional areas.
- Providing an interface with internal and external customers and stakeholders.
- Contributing to reporting for internal and external customers.
- Create relevant documentation following the company's processes.
- Provide training and guidance to other NSL employees and customers as required.

Key Skills & Experience

The successful candidate will possess a number of the following skills and experience:

- Degree in Business, Project Management, Science or Engineering
- Experience in technology (ideally space) related programmes within the UK or Europe
- Proficiency in the preparation of documents, reporting and Customer presentations in English
- An understanding of Project Management lifecycle phases and methodologies
- Strong written and verbal communication skills
- Excellent organisation and problem solving skills
- Able to work on own initiative and as part of a team
- Proficiency in the use of Microsoft Office, including Word and Excel

The candidate must be eligible to qualify for UK/EU Security Clearance and therefore only European citizens should apply.

To apply, please send your CV and any covering information to: recruitment@nsl.eu.com