

OBRIZUM GROUP LTD.

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Visit us: www.obrizumgroup.com

Role: Project Manager

We're preparing the world for the future of work by redefining digital learning.

Will you join us?

OBRIZUM Group Limited is a Cambridge based company which specialises in cutting-edge educational technology and has an exciting opportunity for an ambitious Project Manager to join our dynamic team. OBRIZUM[®] is a cloud-based adaptive learning platform powered by proprietary Artificial Intelligence and data science methodologies. It allows organisations to automatically and quickly create, deliver and monitor online learning and development programmes in a whole new way. Supported by Innovate UK, the company aims to continuously deliver innovative projects to remain at the forefront of the educational technology sector. This position is well suited to an individual with substantial grant project managing experience and excellent organisational, communication, and interpersonal skills, looking to work in a thriving and supportive workplace.

The company is now looking to hire an experienced Project Manager to take full responsibility for the management flow of the project. The right candidate for this position is highly organised and has previous experience in grant project management. Being in charge of the administrative management, you will work closely with all stakeholders involved in the project(s), to consistently provide a solid management framework that ensures the project progress is on track, reporting is completed to the highest standard and financials are correctly accounted for. This exciting position offers further career development opportunities within the business.

Responsibilities

- Management of at least one Innovate UK funded project
- Liaising with stakeholders
- Monitoring project progress while ensuring milestones are being hit
- Updating of risk registers

- Development of contingency plans
- Overseeing project financials and accounting to ensure funds are spent according to the grand eligibility criteria
- Formal reporting to company directors on all project aspects
- Formal reporting to monitoring officer
- Dealing with any issues related to the project
- Ensuring that deadlines are met

Requirements

- Preferred degree in business administration or another relevant subject
- Excellent project management skills and attention to detail
- Excellent communication skills
- Excellent trouble shooting skills
- 2-3 years experience in grant project management
- Proficient in all Microsoft Office applications (Specifically Microsoft Excel and Word)

OBRIZUM Group Ltd.

We offer a diverse, dynamic and collaborative workplace. Ten nationalities are represented, and 10 languages are spoken by our team. You'll get to work closely with designers, software engineers, business executives, account managers, sales representatives and more. Although we would prefer for all our staff to work from our great offices in the heart of Cambridge as we all work as a team, it is also possible to work remotely when necessary/required and justifiable. For our colleagues who commute by car, we can provide access to the private car park.

Salary

Competitive salary, depending on experience.

Seize the day & get in touch!

Send your C.V. and cover letter to: careers@obrizumgroup.com