

# JUNGLE IT

## Careers at Jungle

We're always looking for great people to help us create a world where business is always ready for the future.

We want everyone to feel like they're Jungle. We want people who believe that what they're doing is a more than a job, it's a vocation. 100% in to achieve the best and be the best. We help you get there. Great salaries, loads of perks and warm and friendly people. We're not geeks. We're just people who love working with other people in digital technologies and services.

### Companies with high performing cultures and strong values thrive on change.

Our values weren't created they were uncovered and are continually nurtured. They are the roots of what our people already have in spades. Our values are just how we do things around here:

- ⚡ **Tenacity** – We are proud and passionate about what we do, which means we own the challenges and the solutions.
- 👂 **Follow the Listening Process** - We see that big opportunities are often hidden in small problems, so we talk everything through to get under the surface.
- ⚡ **Customer Innovation** – We know that the best answer doesn't always match their question, which means we go further to show them what's possible.
- 👍 **Positive Attitude** - We're optimistic about future success, which means keeping ourselves open to brilliant outcomes.



### What you can expect from us

- ☀️ 25 Days Holiday
- 🏠 Company Pension
- 👤 Life Assurance
- 🛒 Perkbox Perks & Medical
- 🎓 Funded Training and personal development plan
- 💻 Technology pack, including laptop and home working equipment

## JOB ROLE

# Project Coordinator

Horsforth, Leeds

## Qualifications and Experience

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As a minimum for this role you should have the following experience of qualifications:

- Working knowledge of Microsoft packages including Word and Excel
- GCSE Maths and English Grade c or above
- Ability to work independently, as well as part of a team
- Experience of a CRM system



## Responsibilities

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Your role is to carry out or oversee the following responsibilities and tasks:

- Scheduling engineer tasks
- Booking workshop jobs / site visits
- Managing purchasing requests / back-order reports
- Communicating with customers on status of their order
- Updating project management systems
- Updating financial reporting systems
- Producing project documentation
- Owning service order from 'Won' through to agreement creation and invoicing:
  - Managing Sales Order Status Dashboard
  - Forecasting order invoicing schedule & adjusting where necessary
  - Ensuring all service orders are completed and invoiced correctly
- Reporting of non-conformance and continuous improvement via ConnectWise.
- Ensuring compliance systems and processes are maintained to a high standard and company meets the standards to which it is certified.
- Upholding the information security system policies and procedures and reporting of any breaches to management.