



Advanced Apprenticeship Opportunity Project Management Office (PMO)

Purpose of job	This will be an entry role into the ATLAS ELEKTRONIK UK Project Management Office (PMO), providing Project Management support to the divisional and Project Management communities.
Reporting relationships	Reports to the Head of the PMO
Location	Dorset Innovation Park, Winfrith, Dorset
Closing date	Friday 15th March 2019
Qualifications	A-Level candidates in relevant subjects or those with existing project management/project control qualifications to go on an advanced apprenticeship.

Knowledge, skills and personal qualities required

- IT literate and knowledge of MS Office (Word, Excel, Outlook, etc.)
- Good at English and Maths
- An interest in project management
- An appreciation of cost, planning and project management principles/techniques
- Good communication, interpersonal and presentation skills
- Able to work as part of a team
- Good telephone manner
- Good attention to detail
- Flexible and adaptable to meet project/business deadlines
- Reliable and conscientious
- Willing to learn, confident to ask questions if unsure

Challenges

- Able to identify areas of discrepancy and / or deviation and be able to challenge individuals.
- Willing to learn from the technical teams to develop an understanding of the project portfolio.
- Able to seek root-cause problems and find solutions.
- Able to work to set monthly project lifecycle deadlines, that cannot be missed.
- To be willing to work additional hours on occasions if required for a specific reason.

Other requirements

- This role requires an SC security clearance.

How to register your interest

Please forward your CV and a covering letter explaining why you are interested in the apprenticeship to training@uk.atlas-elektronik.com, stating the apprenticeship title in the subject line.

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