

## **Project Assistant**

Oxford / Up to £18,000

Plus Benefits

### **About us:**

Locale is a multi-award winning, innovative, privately owned company that produces estate management portals for some of the UK's most prestigious property brands and iconic landmarks, such as The Shard and Hyde Park Estate. We're reimagining how properties can be run using new technologies, doing away with outdated manual processes.

### **About the Role:**

Are you a dynamic individual, comfortable with technology and an eye for detail? Locale is growing fast and looking for people to join the team. The Project Assistant will play a key role helping in the delivery of digital projects for our clients. This is a great opportunity for someone that wants to start a career in digital or project management. You will be working with a young, energetic team based in the centre of Oxford.

### **Responsibilities include:**

- Assisting in project delivery
- Manage projects with great communication & attention to detail
- Collaborating & building strong relationships internally & externally

### **What we're looking for:**

- A great communicator and representative of Locale
- A tenacious project manager capable of managing priorities and multiple projects
- Continually looks for ways to improve
- A desire and ambition to make a real difference in the work they do

### **Desirable Requirements:**

- Previous experience of office work
- A passion for digital products

## Benefits:

As well as engaging work and exciting long-term opportunities the company has a relaxed working environment, with a casual dress code, monthly staff socials (such as a trip to the circus, punting in Oxford, a round at the pub or movies nights with take away) and free beer Fridays. There are plenty of staples available like free breakfast cereal, soup for lunch, a well-stocked cookie jar and sweetie bowl (or fruit bowl if you'd prefer) and a bean to cup coffee machine (coffee is very important!). The company also offers full time employees a private health scheme through AXA PPP. Every year we also have a lavish Christmas dinner!

## Application:

Applications will be considered on a rolling basis. Locale is an equal opportunities employer and welcome applications from all suitably qualified persons regardless of race, sex, disabilities, religion/beliefs, sexual orientation or age.

Please send your CV, along with a covering letter, to [recruitment@locale.co.uk](mailto:recruitment@locale.co.uk) telling us something interesting about yourself and explaining why you are the perfect fit for Locale.

***No canvassers or recruitment agencies please.***