

Project Assistant

Oxford / Up to £22,000

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 We're reimagining how properties can be run using new technologies, doing away with outdated manual processes.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 & self-motivated individual, comfortable with technology and have 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 products 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:

- Build Portals & produce various software items
- Assisting in project delivery
- Scope & manage projects with great communication & attention to detail
- Collaborating & building strong relationships internally & externally
- Project testing and design, ready for release

What we're looking for:

- A tenacious project assistant capable of managing priorities and multiple projects
- A great communicator and representative of Locale
- Continually looks for ways to improve & plans how this could be achieved
- A desire and ambition to make a real difference in the work they do, taking pride in their work
- Exceptional customer service and confident communication skills

Desirable Requirements:

- Some Photoshop &/or In-design experience
- A passion for digital products
- Experience working with customers

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. 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 telling us something interesting about yourself and explaining why you are the perfect fit for Locale.

No canvassers or recruitment agencies please.