

ARE YOU OUR NEW COLLEAGUE?

Computacenter is Europe's leading independent provider of IT infrastructure services, enabling users and their business. We advise organisations on IT strategy, implement the most appropriate technology, optimise its performance, and manage our customers' infrastructures. In doing this we help CIOs and IT departments in enterprise and corporate organisations maximise productivity and the business value of IT for internal and external users.

Rooted in core European countries Computacenter combines global reach with local expertise. We operate Infrastructure Operations Centers and Group Service Desks across Europe, South Africa and Asia from which our employees provide user support in 18 languages. Customers with global requirements are served through an extensive international partner network, which mirrors the requirements of our European-headquartered client base.



KNOWLEDGE & KEY SKILLS

ESSENTIAL

- We're looking for someone that can be flexible to work at customer sites across Belgium when required.
- Who is literate (able to write credible documents) and numerate (confident with calculating costs).
- These skills should be backed up with experience of monitoring and reporting costs, managing and booking project resources.
- You will also have experience of assisting with managing projects, collating and producing reports against defined requirements and deadlines.
- You will need the ability to get on with people at all levels and have experience of working in a project team.
- Ideally you are working towards a Prince 2 Practitioner qualification.

Computacenter Belgium is looking for a

Project Coordinator

ROLE

If you're a Project Coordinator looking for a high level of autonomy and end-to-end responsibility tasks within a project context as directed by a project manager, including support, reporting on costs / charges, managing parts of projects, administration, and scheduling and booking resources, Computacenter Belgium is the place to be.

REQUIREMENTS

- Monitor and control expenditure on each budget to ensure only valid costs are received. Develop and maintain strong relationships both internally and externally in order to achieve project objectives.
- Have a good understanding of the project content to ensure that the scope and the proposed technical solutions answer the objectives.
- Act in accordance with Computacenter Information Security Policies and report any potential or actual Security events or other Security risks to the organisation.
- Efficiently communicate to the key stakeholders in the core team.
- Identify risks and propose mitigation plans.
- Collating and producing reports for review in line with project requirements.
- Coordinate resources in line with project plan to meet project requirements.
- Understands and can apply project methodology principles to their work to achieve a successful project outcome.
- Seeks opportunities to develop own skills and knowledge in order to progress within the project management area.
- Produce documentation in line with project requirements.



For internal applications, please inform your direct management that you are applying for a new challenge.

If you meet the above criteria and you are looking for a new challenge, we welcome you to send us a detailed resume and motivation letter to

CCB.RECRUITMENT@COMPUTACENTER.COM

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