



JOB DESCRIPTION

Job title	ERP Project Coordinator
Department	Digital Technology
Responsible to	ERP Project Manager
Salary	£24,000-£28,000
Hours	40 hours a week

About the Company

Our mission is to transform the way people live in cities. With over 16 million possible combinations of gears, colours, handlebars and accessories, we make more than just a bicycle, and we are more than just a bicycle company.

We continue to make the Brompton in West London, where we started in 1975, but our product has travelled far - we now export 80% of our bicycles to 44 countries. In the past 36 months we have invested in a new purpose-built production facility, transformed our digital architecture, opened new flagship stores and had our biggest product launch in company history and we're not stopping there...

To change urban living, we need passionate, innovative and talented people that want to challenge the status quo and make an impact.

The role

An exciting opportunity has opened for a driven and extremely organised ERP Project Coordinator. You will be joining an ambitious company that is gearing for growth and the roll out of an ERP system is crucial to this success. Brompton want to leverage latest technology to ensure efficient factory operations, open new market opportunities and deliver a world class customer experience.

The purpose of this role is to work directly with the ERP Project Manager in ensuring all ERP related tasks are completed on-time and with budget. This task involves monitoring project plans, schedules, work hours, budgets, expenditures, organising and participating in stakeholder meetings, and ensuring that project deadlines are met in a timely manner. Primarily you'll be the 1st line of contact for all ERP related enquiries.

To be successful in this role, you will need to be able to work to tight deadlines, have exceptional verbal, written, and presentation skills and not deterred by hierarchy. Ideally, you will hold a bachelor's degree in a related field of study and at least three years of relevant experience. Relevant experience can include supply chain, manufacturing and warehouse operations.

Responsibilities

- Maintaining and monitoring project plans, project schedules, work hours, budgets and expenditures.

- Organising, attending and participating in stakeholder meetings.
- Documenting and following up on important actions and decisions from meetings.
- Preparing necessary presentation materials for meetings.
- Ensuring project deadlines are met.
- Determining project changes.
- Providing administrative support as needed.
- Undertaking project tasks as required.
- Developing project strategies.
- Ensuring projects adhere to frameworks and all documentation is maintained appropriately for each project.
- Assess project risks and issues and provide solutions where applicable.
- Ensure stakeholder views are managed towards the best solution.
- Chair and facilitate meetings where appropriate and distribute minutes to all project team members.
- Create a project management calendar for fulfilling each goal and objective.

Key Responsibilities:

- Gather, understand, plan and deliver the detailed business requirements with support from experienced consultants.
- Predict risk factors and eliminate for the successful completion of the project.
- Manage key stakeholders, partner consultants and internal staff through large scale business change.
- Ensure staff are informed, trained and confident to move from old to new business processes.
- Monthly project progress reports and presentations to stakeholders.

Skills and Experience

- Three years' experience in related field.
- Exceptional verbal, written and presentation skills.
- Ability to work effectively both independently and as part of a team.
- Knowledge file management, transcription, and other administrative procedures.
- Ability to work on tight deadlines.

Desired Requirements:

- Bachelor's degree in Business, Information Systems or related field of study.

Role Progression

It is intended that this role will take full Project Manager responsibilities once Stage 1 of the ERP system roll out is complete, which makes this is a very attractive position for anyone aspiring to get into IT systems project management.

Benefits

Brompton offers you a very excellent working environment with enthusiastic colleagues who get along very well, communicate and cooperate with each other. The working climate is informal, but we work hard. Next to good terms of employment Brompton offers you the opportunity to work in a responsible and challenging job within a dynamic, international and ambitious environment. We are all proud to be

part of Brompton Bicycle; we all share the same passion and dedication to the company and embrace differences in cultural backgrounds and skills.

- Huge discount on your very own Brompton (family and friends get discount too)
- Position to thrive. Whether you're early in your career or an experienced professional, Brompton provides you with everything you need to excel in your job and for personal growth. You will be actively encouraged to increase your skillset and to attend relevant events
- 20 days holiday plus Bank Holidays, increasing the longer you stay with us
- Workplace Pension Scheme, Season Ticket Loan, Flexible Working, Cycle to Work Scheme to name just a few...
- Birthday Breakfast, Family Fun Days, Christmas Parties, London to Brighton Bike Rides, Charity Raffles, Volunteering with the local community all go towards creating a working environment that is fun and enriching

If you feel that you fit within the Brompton team spirit and you can bring talent, innovation and enthusiasm to our workforce then please email your CV and covering letter to the People Team, at recruitment@brompton.co.uk.

Applicants must have the right to work in the United Kingdom.

The Company reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the Company's business.

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences of relief, to equalize peak work periods or otherwise to balance the workload.