



Become part of our SWARCO team as

Senior Programme Coordinator

Location: Home Office, United Kingdom | Full time

Your Challenge

Your Challenge

After significant expansion in recent years, SWARCO Smart Charging Ltd. is looking to appoint a Senior Programme Coordinator to join our team. Please note this will be a remote/homebased role, but will require occasional travel to our London / Hemel Hempstead Office.

The successful candidate will support the Head of Programme management directly by coordinating various project management activities, maintaining accurate records in salesforce, and ensuring efficient use of project tools. Proficiency in Excel, Salesforce, and MS Project is essential. This role requires a candidate with strong analytical skills, exceptional attention to detail, and the ability to manage multiple priorities in a fast-paced environment.

Key Responsibilities

- Assist the Project Managers in planning, scheduling, and tracking project activities
- Coordinate with internal and external stakeholders to ensure timely project updates and alignment
- Maintain and update project data in Excel, Salesforce, and MS Project
- Generate regular and ad hoc reports to provide insights into project progress, resource allocation, and budget tracking
- Ensure all project documentation is up to date and stored in appropriate locations
- Assist in preparing presentations, status reports, and other project documentation
- Act as a point of contact for stakeholders, addressing queries and providing project updates
- Coordinate meetings, workshops, and other project-related events
- Support the PMO in streamlining project processes and adopting best practices
- Identify areas for improvement in project tools usage and contribute ideas to enhance efficiency

Your Profile

Essential

- Proficiency in **Excel** (advanced functions, pivot tables, data analysis)
- Proficiency in **Salesforce** (data entry, reporting, dashboard creation & configuration)
- Knowledge of **MS Project** for scheduling and tracking project timelines
- Strong understanding of project management methodologies and principles
- Strong attention to detail and accuracy in data management
- Ability to interpret data and communicate insights effectively
- Excellent organizational and time management skills
- Effective written and verbal communication skills
- Proactive attitude with a problem-solving mindset
- Right to live and work in the UK (please note we are unable to provide Visa sponsorship)

Desirable

- Prior experience in a PMO environment
- Relevant project management certification (e.g., CAPM, PRINCE2 Foundation) is a plus

Your Benefit

YOUR BENEFITS

As well as providing a competitive salary and benefits package, we actively run employee opinion surveys as part of our drive to provide a comfortable and supportive working environment. We will support your development and you will also receive:

- 37.5 hours per week
- 25 days holiday with bank holidays in addition
- Your Birthday off
- Employer pension contributions
- Employee Assistance Programme
- Life assurance
- Collaborative, team-oriented environment
- Opportunities for professional development and growth
- Regular team building events

Interested?

If this sounds like the role for you and you have the applicable skills required we want to hear from you.

Please apply by clicking on the apply button

Applications are shortlisted on a rolling basis, and we reserve the right to interview and appoint before any advertised closing date. We therefore, encourage you to apply at the earliest opportunity to avoid disappointment. Applications received after the closing date will not be processed.

We have a responsibility to ensure that all employees are eligible to live and work in the UK, therefore successful candidates must have the right to work in the UK by the start of their employment. We are an equal opportunities employer. **Please note that Swarco Smart Charging are unable to provide UK Visa Sponsorship.**

Agencies, please note, that should we require recruitment agency involvement, we will contact the agencies on our PSL; we would ask that you respect the relationships we have already built with these suppliers. If an agency submits an unsolicited CV to any partner or employee of our company for a role we have not actively engaged with you on, you should be aware that they have no authority to enter into an arrangement with you and we will consider the CV a gift! We will not be liable for any payment you charge in relation to it.

#LI-GB1 #Remote

Become a part of SWARCO. We look forward to receiving your comprehensive application via the online tool.

Apply now

PoGo Charge

Landmark

1st Floor

3 Orchard Place

London

SW1H 0BF

Information on processing of your personal data is available [here](#).