**IT Projects Assistant**

**Vacancy**

Cogent have an excellent opportunity for an IT Projects Assistant to assist the Head of IT to implement a SageHR system within the organisation.

Primary activities include the migration of documents and other files onto the SageHR cloud, associating documents to specific users and groups and applying appropriate settings.

As you will be working remotely it’s essential that you have the confidence and motivation to achieve objectives within set deadlines.

**Remuneration Package**

* Salary circa £26,000 per annum dependent on experience
* 2-3 month contract (may be extended)
* Pension – employee contribution 6%
* Life Assurance
* 28 days holiday plus 8 bank holidays (FTE)
* Opportunity to buy-back 5 extra days annual leave (FTE)
* Optional Private Health Care package
* Hybrid working – Warrington based
* Employee Assistance Programme
* Bonus Scheme
* Aspire Values Award Scheme
* Annual Values Awards
* Long Service Awards
* Annual Company Events
* Gym Discount
* Access to Training & Development Opportunities

**Key Accountabilities**

* Assist with the configuration of SageHR software under the guidance of the Head of IT
* Apply workflows, automations and triggered events on the SageHR system
* Create and manipulate data files and import into the SageHR system
* Convert existing Word and PDF files into online e:sign documents.
* Accurate task status reporting verbally and using our project management system
* Updating the Head of IT and team during update sessions
* Alerting the Head of IT of any issues or difficulties so they can be addressed
* Provide recommendations and advice to the team if better processes are identified
* Assist in the creation of training material to support knowledge transfer
* Help with online and in-person training sessions in conjunction with the team

**Key Performance Indicators**

* Complete tasks within deadlines stated within the MS Planner schedule
* Ability to work remotely unsupervised on assigned tasks
* Deliver regular status updates presented to the project manager and team
* Provide constructive feedback and recommendations based upon experience gained whilst working with the SageHR system
* Agility to multi-task and reprioritise work if instructed by the project manager

**Essential Knowledge Skills and Qualifications**

* Ideally a qualification in IT or Computing
* Experience of using computers within a local network and cloud environment
* A motivated self-starter who can work alone or within a team
* Confident communicator, providing jargon-free information and updates
* Proficient in the use of MS Office 365 and ideally MS Planner or Project software
* Exposure to using SageHR software (user or admin level) is desirable but not essential
* Good Excel skills as some data manipulation may be required for data exports/imports
* Ability to quickly learn and understand requirements and follow instructions

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| Cogent is an inclusive employer and we value the diversity our workforce brings. We welcome applications from all candidates and will consider all applications equally and fairly.  Cogent is committed to Safeguarding and promoting the welfare of children and young people and expects all employees to share this commitment.  To apply please click on the link: <https://www.cogentskills.com/about/work-for-us/>  Please complete the Candidate Information Sheet and send together with a letter of application and your CV to [human.resources@cogentskills.com](mailto:human.resources@cogentskills.com) by 30th November 2024 outlining your suitability for this post and how you would ensure success.  If you have additional needs that you would like us to consider during the application and interview process please contact Denise Bentley on 01925 515222 to discuss ways that we can support your application.  If you haven’t heard back from us within 21 days of your application, it means that unfortunately your application has been unsuccessful on this occasion. Websites: [www.cogentskills.com](http://www.cogentskills.com/) |