Job Advertisement:
2nd Year BIT Student Wanted

Team Co-ordinator

bitPro is an IT consulting firm specialising in communication. We pride ourselves in being the go-to company for everything from highly technical documentation, code clarification and IT best practice advice, to client relationships and lay-person explanations. We are the communication link between IT and the rest of the world.

In the important role of Team Co-ordinator, you will report directly to the Managing Director and will be responsible for a small team of specialists. Your main focus will be on motivating your team, including monitoring the tempo and quality of work, and to achieve the assigned tasks to a high standard. This will require some knowledge of both IT and communications conventions, as well as the ability to seek out information to fill any gaps in your own experience.

Although previous management experience is not essential, personal qualities which will allow you to succeed in this role include:

- flexibility
- self confidence
- diplomacy
- self-motivation
- perseverance and determination to help others succeed
- fairness
- well organised
- attention to detail

Useful skills include (will be built upon with professional development opportunities):

- prevent and/or manage conflict
- relate instructions clearly
- time management of self and team
- assess the quality of work produced
- critical thinking

This is a leadership role which will require you to use your technical expertise together with communications skills and relationship management to produce business outcomes.

Apply today by asking your Path of Study Advisor about Vocational Skills for IT.