

# Role Description

## Project Manager

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<b>Role</b>	Project Manager
<b>Team</b>	Operations
<b>Line Manger</b>	Operations Director
<b>Date</b>	11 <sup>th</sup> December 2017
<b>Full/Part Time</b>	Full-time
<b>Salary</b>	£40,000 (plus bonus)

### Role Description

If you are a project manager that has a collaborative approach to working, is adaptable and relishes owning complex problems in a dynamic and challenging (but very enjoyable) working environment then this could be the ideal role for you.

We are a small, friendly organisation that is growing quickly and which therefore throws up all of the challenges you may expect in a start-up. The ideal candidate will be interested in helping the business grow and mature through the introduction of new ways of working and the application of experience learnt elsewhere in parallel with delivering projects to time, cost and quality. In return, we are well aware that you have your own aspirations and we want to contribute towards your development, whether this is via training, mentoring or something else that you value.

The role is responsible for managing a wide variety of projects including major cross-functional initiatives, functional enhancements to the technology platform and integrations with mobile network operators. In order to do this, you will manage the end-to-end project lifecycle. You should also have excellent relationship, negotiation and leadership skills, as well as being able to manage projects from their initiation to launch. You will also have excellent organisation and analytical skills with the ability to prioritise and manage a large work load.

Responsibilities will include:

- Complete accountability for successful project planning and delivery
- Project prioritisation in line with commercial requirements
- Managing a wide variety of projects in parallel – both client facing and internal
- Active management of a broad variety of stakeholders
- Ownership of the improvement of project management across the business, including the use of tools and automation where possible.

### Knowledge, Skills & Attitudes

#### Skills:

- Project management qualification
- Ability to plan and adhere to timelines
- Ability to organise and prioritise workload
- Exceptional interpersonal and communications skills
- Microsoft Office and MS Project
- Highly developed written and spoken communication skills;

#### Knowledge:

- Telecommunications
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- Payments
- Management of technology projects
- Software development methodologies
- Managing projects in an international context
- Working in a small/medium-sized company

### Attitudes:

- Accountable
- Adaptable
- Collaborative
- Positive
- Enthusiastic

### Company Description

Infomedia is an exciting Fintech business that applies micro payments to consumer's mobile phone accounts on behalf of brands, using a technology called Direct Carrier Billing. The business has been growing at the rate of 50% per year for the last 5 years and appeared in both the Sunday Times TechTrack 100 and the Deloitte Fast 500 once again in 2017. We currently operate in Europe and the Middle East and are looking to expand into the Far East and Africa very soon.

Established in 1991, Infomedia has transitioned with changing consumer behaviour on the mobile platform to become one of the most trusted global players in the Direct Carrier Billing (DCB) market. The business continues to grow rapidly with unique global carrier relationships and a current reach of over 200 million customers transacting over its platform. Infomedia's revenue has grown by an average of 49% YoY over the last five years by developing new use cases for direct carrier billing, ignoring short-term traditional Value-Added Service (VAS) revenues and focusing on launching compelling new services tailored for DCB.

Infomedia has a fully-managed service offering. This allows brands and carriers to simply 'plug in and play' to start generating revenue from micropayments on mobile. Services are typically live within weeks and generating a ROI within a few months. Infomedia enables carriers to leverage their current billing system and relationship with the customer to increase ARPU (average revenue per user) and allows brands to monetise digital in a way that is suited to growing consumer trends for frictionless payments, snacking content and the micro subscriptions.

The team has ambitions to maintain its steep growth curve by further expanding internationally and enabling a broad range of brands from publishers to car parks to maximise revenue on the mobile channel. At the same time, Infomedia is committed to driving quality in the market and working with regulators to create a more modern compliance framework that allows brands and carriers to benefit from the demand for frictionless mobile payments whilst safeguarding consumers.

[www.infomedia.co.uk](http://www.infomedia.co.uk)

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