



# Job Description

## Project Management Coordinator

### 1. Role Details

**Role Title:** Project Management Coordinator – Early Careers

**Job Location:** Barcelona, Spain

**Function:** Digital & Information Office

**Sub-function:** Project & Portfolio Delivery

**Working pattern:** Full time, Monday to Friday, 38 hours. It's 2 days of 9-17 and 3 of 9-18

**Job Start Date:** 1<sup>st</sup> September 2025

**Salary:** TBC

### 2. Who we are

We're Colt, a global digital infrastructure company creating solutions that connect people, cities and businesses around the world. Our networking and connectivity products and services put the power of the digital universe in the hands of our customers. Learn more [here](#).

### 3. Early Careers at Colt

Looking to make your mark?

We empower our teams to change the world, for the better. We're passionate about our people and we believe that recruiting and developing the next generation of talent is key to our continued success.

At Colt, you'll get the opportunity to build a career with clear development opportunities in a global organization. Our graduates, apprentices and careers starters get the support and control they need to drive their professional development forward. From on-the-job training to formal learning and mentoring, you will be supported to make your mark at Colt.

**On our two year Early Careers Programme, you will get access to:**

On-the-job training where you will work in diverse teams from different cultures and countries. You'll be empowered to debate, discuss, listen and share your ideas - all in the pursuit of the best solutions for our customers and our business.

Formal learning and development where we'll help you grow your knowledge and skills through training from a wealth of experts and leaders.

Networking and mentoring from diverse thinkers and doers at all levels of our business. Hierarchy is no barrier here. We want you to put the global connections you make to good use, so we can work together and pioneer new solutions.

## 4. Function Description

Our Digital & Information Office builds, manages and protects the technology, systems and processes that keep Colt running. Working in our function, you'd be joining a team with the best industry expertise and knowledge. We cover a wide range of areas; from setting our security strategy to driving process transformation.

## 5. What you'll be trusted with:

This team manages large scale transformation projects that help make all our teams more effective and efficient. Ensuring that all key project documentation is developed, maintained and stored as per Project Management Office guidelines, including project plan, RAID log, minutes / action lists, inputs to stakeholder reports, lessons learned, etc.

### Main responsibilities:

- Managing financial and project progress forecasting, maintaining and keeping track of SOW resources / PO receipting and reports as appropriate;
- Working with the programme / project manager, ensure change control procedures are in place and actively used to assess the effect of changes to the projects on costs, timescale and/or resource needs;
- Providing input to the Project Management Office about project progress to keep senior management informed and to enable execution of project quality gates;
- Demonstrating control of assigned workstream / project against the key parameters of schedule, risk, finance, scope at all times during the project lifecycle;

## 6. What we're looking for:

- **Leadership Potential:** A self-motivated individual who leads by example, takes initiative, and is driven to succeed.
- **Competitive Nature:** Thrives in a fast-paced, results-oriented environment and excels when faced with challenges.
- **Growth Mindset:** Demonstrates a strong desire to learn, adapt, and continuously improve through feedback and new experiences.
- **Resilience & Perseverance:** Able to maintain focus and motivation through setbacks, overcoming obstacles with a positive attitude.
- **Strong Communication & Analytical Skills:** Comfortable with numbers, clear in articulation, and able to convey ideas persuasively both verbally and in writing.
- **Education:** Bachelor's degree in Project Management/Business Administration; Telecom Engineering, Cybersecurity Engineering, Data Scientist (or related), Network Admin/Tech, AI Engineering.
- **Domain knowledge:** Knowledge of project management methodologies including waterfall and Agile e.g. Safe, Scrum, Extreme Programming (XP), etc.
- **Specific Skills:** Good with numbers, able to operate in ways that either enhance revenue or contain costs.
- **Language Requirements:** Professional English level, other languages are a plus

## 7. Overall Benefits

In addition to offering competitive salaries and incentive plans, a range of benefits and local rewards packages are offered to staff. We also know that a work life balance is important, and our people say it's one of the great advantages of working at Colt.

Some benefit examples are:

- Flexible working and relaxed dress code
- Two days annually to spend on volunteering opportunities
- Private medical insurance
- Access to a virtual business school for on-going learning
- Business mentoring

## 8. What is it like working with us?

Supporting our people through change, encouraging positive employee experiences, and fostering connection and belonging through local groups, initiatives, and engaging events will play a key part in our collective success.

Inclusion is at the heart of our culture here at Colt. From day one, you'll be encouraged to be yourself as we believe that's what helps our people to thrive. We welcome people with diverse backgrounds and experiences, regardless of their gender identity or expression, sexual orientation, race, religion, disability, neurodiversity, age, marital status, pregnancy status or place of birth.

Please speak with a member of our recruitment team if you require adjustments to our recruitment process to support you.

### Our values

We live by our Colt values every day, whether we're launching new projects or solving problems together. Our values represent how we behave and are integral to our culture.

#### ***We know people matter***

Whether it's a customer, a partner or an employee, we build relationships based on trust, honesty, respect and integrity. We value diversity and strive to be more inclusive so everyone has the freedom to speak up, be heard and thrive.

#### ***We always find a better way***

By staying one step ahead we empower our customers to succeed through the power of connectivity. We're swift to adapt and take responsibility for the promises we make.

#### ***We win together***

We believe in the power of many and stand shoulder to shoulder with customers, partners and colleagues collaborating on ideas, sharing risks and recognition among all. When we make a decision we understand its impact, and rally behind the decision to make it a success.

#### ***We can change the world***

We want to make the world a better place. Better connected, more sustainable, fairer for all. We use what we have - passion, technology and connectivity - to create good.

