
Kefron – Technical Project Manager

Position Reports to: Head of Operations

About Kefron

Kefron is a fast-growing information management company with two main service offerings – SaaS based Invoice Automation Solutions and records management services. We have over 900 customers across the UK and Ireland. Kefron AP is our flagship SaaS technology

Kefron is a people business and we are experts in what we do. People like doing business with people who work closely with them to understand their needs. That's why we recognise that our core strength is our people and because of this, our people pride themselves in getting things right.

Our Vision: Our brands in every building

Our Mission: To get closer to our customers. See the need, deliver the solution

Our Values:

- Passion & Pride
- Security & Trust
- Initiative & Ownership

Job Purpose:

As a member of the Project Team, you will have full responsibility for the delivery of the projects driven from Sales.

Key Responsibilities (Key Responsibilities include, but may not be limited to)

- To oversee the efficient execution of lifecycle phases for implementation and support large or multiple small software deployment projects. Activities include coordinating resources, schedules, task assignments, project plans and often performs systems analysis
- Configure the system based on the requirements documentation. There is PM support within the team, but a technical working knowledge of the solution is required – training will be provided.
- Serves as the primary contact for clients during project
- Provides advice on methods and recommends changes and improvements of project management processes, process design solutions and process improvements.
- Manages overall project communication and resolves issues



- Works in conjunction with the Commercial in the preparation of the business case, cost/benefit analyses, contingency planning and risk assessment.
- Ability to maximise margins through the full lifecycle of the project
- Complete project handover documentation for support team
- Budget management & cost control

Personal Specification

Principal Qualifications Required:

Relevant third level project management degree (or a business equivalent) is essential for this role

Training Required (Formal & Informal):

Experience of an Agile project delivery environment is preferred

Experience of Project Management tools (e.g. MS Project)

Work Experience Necessary:

- Proven ability to deliver projects in a fast-paced business environment with a passion for project management and delivery
- 2-3 years' experience in a project management position.

Personal characteristics:

- A willingness to learn and grow with the team
- A professional and very dynamic person that can adapt to the ever-changing environment of Kefron.
- Must be high energy and self-motivated and deliver on agreed commitments in a professional and timely manner.
- Taking ownership of the problem/issue and working with the support/tech/dev/PM teams to overcome obstacles.
- Excellent communications and relationship management skills
- Must be a team player, yet highly self-driven and ambitious
- Strong organisational skills in order to deliver on customers' expectations.

Right to Work

Applicants must have the legal right to work in Ireland in accordance with Irish law.

Kefron is proud to be an equal opportunity workplace. We are committed to equal employment opportunity regardless of race, colour, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity. If you have a disability or special need that requires accommodation, please let us know.

