AUXO.DIGITAL

BE EXCEPTIONAL

We are looking for a

PROJECT AND DELIVERY COORDINATOR

Salary Range	Location	Closing date	Submissions
R22 500 - R27 500	**Hybrid** (JHB-based)	Friday, 21 February	**https://auxo.digital/apply/ delivery-coordinator**

Join Auxo Digital, a forward-thinking digital startup focused on digital innovation, software development and digital marketing.

We're on a mission to innovate, collaborate, and create digital solutions that are as cool as they are clever. We're looking for a Project and Delivery Coordinator with a dash of flair and a whole lot of drive to join our fast-paced team.

As a Project and Delivery Coordinator, you'll be part of a dynamic startup environment with a host of unique benefits:

Autonomy and Impact:
Enjoy a high degree of autonomy, with your contributions making a tangible impact from the get-go.

Close-Knit Team Culture:
Be part of a supportive team where every member's voice is valued and collaboration is key to our success.

Rapid Professional Growth:
The fast-paced nature of our work ensures you're always learning and growing, keeping you at the forefront of industry trends.

Travel Expense Compensation:
We cover all customer and work function-related travel expenses.

Competitive Compensation:
Receive a salary that reflects your skills and experience, with a clear progression roadmap within the organisation.

Mental Health Support:
Prioritising your well-being, we offer a paid mental health day off per month, over and above your annual leave entitlement, encouraging a healthy work-life balance.

Learning and Growth Opportunities:
Benefit from various opportunities to develop your skills and advance your career, with access to courses, workshops, and mentorship.

Here's a glimpse of what your journey with us would look like:

Wrangle Projects:

from the spark of an idea all the way to launch day. You'll be the glue that keeps everything – and everyone – together, ensuring projects are delivered on time, on budget, and on point.

Get Down to Business:

By conducting deep-dive analyses to understand what our clients really need, turning those needs into clear, actionable plans that our tech team can run with.

Customer Go-To:

Managing their expectations like a pro, gathering their feedback, and keeping them happy throughout the project. You'll be building relationships that last longer than your favourite coffee mug.

Keep the Wheels Turning

By spotting opportunities to improve our processes, fostering a culture of learning, innovation, and agility within the team. Because we believe there's always a better way to do things.

Stay Ahead of the Curve:

By keeping your finger on the pulse of the latest tech trends, especially in AI, 3D web tech, and serverless architectures. Your insights will help shape the future of our projects.

Ad-Hoc Operations Support:

Your versatility will be in full display as you assist in day-to-day operations, from administrative tasks to strategic presentations, offering your insights to improve our operational effectiveness.

We're particularly excited about the blend of skills you bring to the table:

- **Experience: You've got at least 2 years of experience as a project management guru,** ideally in a tech startup or similarly fast-paced environment. You know what it takes to deliver a project that makes customers go "wow."

- **Agile Knowledge:** If you've danced the Agile dance before, that's great! If not, we'll teach you the moves.

- **Business Acumen:** You're not just about managing projects; you're about understanding the business side too. You can translate business needs into technical to-dos like a pro.

- **Tech Savvy:** Got some knowledge of web and software development, digital innovation or AI?

- **Communication:** You're a top-notch communicator, able to juggle conversations with tech teams, clients, and stakeholders without breaking a sweat.

- **Education:** A Diploma or Bachelor's degree in Industrial Engineering, Business, Project Management, Computer Science, Information Technology, or a related field is preferred. Got certifications in Agile or project management? Even better.

If you believe you're the ideal fit for this role, we're eager to see your talents in action.

TRUSTED BY:

SOCO ENERGY

AECI®

SOUND MINING

FCTEC

MAXUS

MEDIAMONITORING AFRICA

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The hiring process

**Total Decision Time:
2-3 weeks**

STEP 1

APPLICATION

**Complete the online application form at
https://auxo.digital/apply/delivery-coordinator**
The application takes 5-10 minutes to complete.

STEP 2

INTRODUCTORY INTERVIEW

If you are shortlisted, we'll setup an introductory chat to learn more about your skills, experience and passion, and share more about what makes Auxo Digital tick.

STEP 3

CASE STUDY

Almost there! Tackle a job-specific case study to show us your problem-solving skills and creativity; we're curious to see your solutions.

STEP 4

OFFER

Congratulations on making the team!
Expect a detailed offer from us, and get ready for a welcoming onboarding experience.