

<b>Job Title:</b>	Project Co-Ordinator	<b>Job Category:</b>	Administration
<b>Department:</b>			
<b>Location:</b>		<b>Travel Status:</b>	
<b>Department Manager</b>	Operations Manager	<b>HR Manager</b>	

### Job Description: Project Co-ordinator

#### Primary objectives:

You will be expected to carry out administrative duties to help deliver a project from point of order to customer sign off

#### ROLE AND RESPONSIBILITIES

- Confirm receipt of Project from sales support and existence of correct documentation
- Allocate appropriate resource (Project Manager / Rack Build/programmer)
- If order fits Major Project criteria make sure hand over meeting is arranged
- Advise client of receipt of project, tentative dates if available and if a PM has been assigned.
- Instruct ordering of equipment for installation
- Regular status update of D-Tools System
- Confirm installation dates and update Gantt system
- Creation of engineering /Project Files
- Check Equipment deliveries for Projects and chase where necessary
- Print delivery notes if necessary
- Arrange delivery of equipment
- Support site engineers as required
- On Project completion arrange any returns to supplier in liaison with Sales Support/warehouse
- Ensure the project file and all relevant documentation has been returned to office / uploaded to D-tools
- If required identify any True Cost of Delivery (ie Sub Contract) for Invoicing
- Create invoice form and issue to central admin (if required)
- Logistics – booking of flights, hotels. Hire vehicles and plant
- Liaising with other regional offices as required
- Stock Management if required
- Weekly Project team meetings
- Other Ad-hoc admin duties as required

#### Physical conditions

- You will be required to work from one of the regional hubs. You will also be required to attend meetings and events on occasion

#### About you

You will have:

- Excellent communication skills, both written and verbal, with strong attention to detail and accuracy
- A team player
- Excellent organisational and multitasking abilities
- A professional but friendly approach to work – you'll need to have the tenacity to pursue required information from colleagues, whilst being mindful of the demands placed on our busy teams
- Experience of D-Tools, Sage X3 and Ganticc System
- Excellent IT skills with full working knowledge of Microsoft Office applications

**DRESS CODE**

- Smart casual

**NAME:**

**SIGNATURE:**