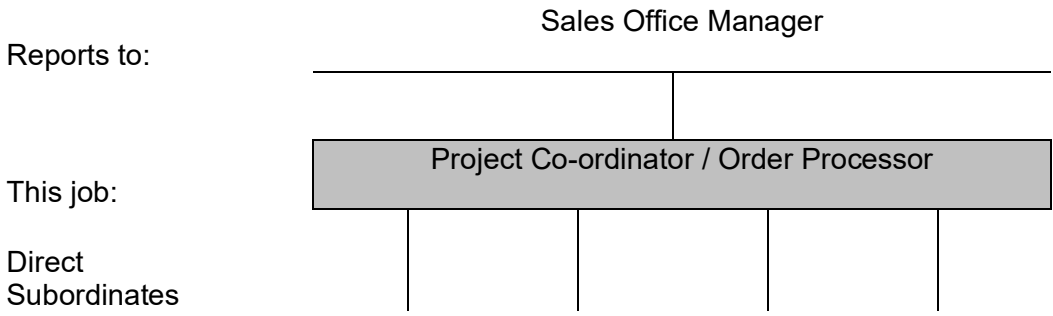




Project Coordinator Job Description

1 Organisation Structure



2 Job Profile and Person Specification

Qualifications:

Special Skills: Good interpersonal, written and verbal communication skills; knowledge of Microsoft Office products with a focus on Microsoft Word and Excel. Strong math skills including basic arithmetic and geometry.

Experience: At least 12 months in a related manufacturing environment. Knowledge of manufacturing schedules, architects drawings and specifications, elevation and site plans beneficial.

3 Contacts

Internal: Leadership Team, HR, Finance, Commercial, Operators, Quality, Logistics, Design, Engineering and Maintenance.

External: Customers, suppliers and audit bodies when required.

4

Job Objective

To process and co-ordinate projects and job packs from the sales team through to the design and production department. Ensuring the quality of information is up to company required procedure.

5

Main Duties and Responsibilities

- 5.1 Order processing from beginning to end. Proof read content of all orders and schedules for accuracy of information, materials and logistics to ensure on time delivery
- 5.2 Linked to above - carry out procedures to reduce information errors (NCR's) and ensure accurate invoicing to customers
- 5.3 Provide support to estimators, business development managers and project managers when required
- 5.4 Work with project managers and production to be able to provide status updates on open orders to estimators, business development managers and customers
- 5.5 Answer phones and liaise with customers regarding deliveries, enquiries, queries etc
- 5.6 Read customer drawings and requirements, determining key costs using the quoting spreadsheet. Obtaining and reviewing offers and quotes by subcontractors to incorporate into quotes when required
- 5.7 Build relationships with key suppliers, subcontractors and customers

This job description specifies only the main duties and responsibilities of this role and as such you will occasionally be asked to carry out tasks which are not specified. In this instance you will be expected to co-operate where such changes are reasonable and within your capabilities.