

Project Coordinator- Job Specification



- Role Function: Project Coordinator
- Reporting to: Projects Manager
- Location: On-site
- Working hours: Monday to Friday
- Salary: Up to £30,000 pa depending on experience
- Contract: Permanent appointment
- Start date: ASAP

Company Background

An exciting opportunity has arisen within Acrastyle as a Project Coordinator in our commercial department! Acrastyle Ltd. is an engineering resource-rich company which designs, manufactures and tests high-voltage sub-station protection and control equipment. Since 1962, we have earned a unique reputation for superior product quality, outstanding technical expertise and excellent customer service. We are looking for an experienced Project Coordinator to join us in expanding our engineering services nationally.

Ideally, you would have a technical background with relevant project coordinating experience within; a commercial environment, electrical engineering/manufacturing environment. You must have proven experience of communicating effectively with internal and external stakeholders. You should have experience and good working knowledge of all Microsoft packages and ideally have experience of ERP systems. You will have an excellent ability to manage your own work load, have attention to detail and the ability to establish good working relationships within your team. You will be responsible for the preparation of project programmes, including all commercial and financial matters for individual projects in line with customer expectations.

As an Equal Opportunities employer we welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age. We have the right to close this vacancy early if a suitable applicant is appointed, or a high volume of suitable applications is received.

Responsibilities include, but not limited to;

- Preparing and agreeing draft programme with all internal stakeholders.
- Acknowledging the Customer purchase order in accordance with set procedures and timescales.
- Participating in tender to project handover meetings as well as project kickoff's and project reviews.
- Creating bills of material (main items) within the company ERP system and being accountable for checking all supplier pricing.
- Authorising the procurement of all kit items with Supply Chain Team and confirming required delivery date.
- Maintaining or improving the project budget by supervising and authorising labour and material spend.

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- Coordinating activities within the project team alongside other internal stakeholders in line with the project programme.
- Coordinating with clients confirming any arrangements / agreements subsequent to order placement via written means and updating on a regular basis confirming project status
- Identifying and capturing all additional scope of work (materials and labour) during the contract. Where commercially appropriate, facilitating an agreed variation to the contract value with the Client in a timely manner.
- Fulfilling of all contractual documentary requirements as agreed with the client.
- Creating and submitting valid invoices in accordance with the project programme and key milestone dates.
- Closing completed projects within the company ERP system, in line with set procedures

In return, we can offer a competitive salary along with employee benefits;

- Additional holidays (32 days per year pro rata inc bank holidays)
- Flexible working
- Early finish on a Friday
- Long service awards
- Loyalty day bonus's
- Company sick pay scheme
- Enhanced maternity scheme
- On-site parking
- Company Mental Health First Aider
- Ongoing engagement activities
- Internal and external training opportunities
- Access PayWise+
- Perkbox