

<b>Job Title:</b> Projects Coordinator	<b>Business:</b> George Barnsdale Commercial
<b>Reports To:</b> Projects Manager	
<b>Main Job Purpose:</b> <p>You will form an integral part to the project journey for our project work. Working closely with the Projects Team and being directly responsible for certain aspects of the projects, supporting the successful delivery of the projects.</p> <p>You will need to be heavily detail focussed with a good sense of prioritisation and task management to ensure projects adhere to programmes and Clients are updated with progress reports. You will ensure dates and milestones are adhered to, with a strong sense of delivery.</p>	
<b>Requirements:</b> <ul style="list-style-type: none"> <li>• 3 years' experience as a Project Coordinator or similar role within the construction industry.</li> <li>• Strong knowledge of construction project principles and practices.</li> <li>• HND in Construction/Project Management (or other related field).</li> <li>• Excellent organisational and interpersonal skills.</li> <li>• Good attention to detail, with the ability to multitask.</li> <li>• An excellent administrator with an understanding of its inherent importance with the highest level of organisation.</li> <li>• Excellent communication skills, with a strong ability to work with both internal and external stakeholders.</li> <li>• Ability to use initiative.</li> <li>• Excellent workload prioritisation skills.</li> <li>• An excellent user with innate Excel knowledge that allows for quick data input, processing and analysis.</li> <li>• Proficient IT skills – including the wider MS Office package, with the added ability to learn new systems.</li> <li>• Drive quality throughout all activities to allow us to build on our position as market leaders and supplier of choice for high value residential developments throughout the UK.</li> <li>• Demonstrate the Company Values, both personally and within your team.</li> <li>• Observe all safety rules and procedures, ensuring that the work area, equipment and materials are left in a safe state; and that reasonable care is taken for the health and safety of all fellow employees and any other persons within the work area.</li> <li>• Work in a manner that actively seeks to reduce any negative environmental impact in relation to the processes and procedures operating within their area and across the wider business e.g. reduction of waste, recycling etc.</li> <li>• Carry out and comply with all company policies, procedures and instructions and any other reasonable duties deemed necessary by the company.</li> </ul>	
<b>Role accountabilities:</b> <ul style="list-style-type: none"> <li>• Creating and maintaining project programmes.</li> <li>• Creating and issuing project progress reports.</li> </ul>	

- Creating and maintaining project progress sheets.
- Client data oversight.
- Ensuring dates and project milestones are adhered to with control over submissions.
- Administering and controlling project documentation, e.g. Manuals, Submittals, etc.
- Working with the wider team to ensure correct item batching and order management.
- Attending site and design meetings to assist on the projects, on an ad hoc basis.
- Drive quality throughout all activities to allow us to build on our position as market leaders and supplier of choice for high value residential developments throughout the UK.
- Demonstrate the Company Values, both personally and within your team.
- Observe all safety rules and procedures, ensuring that the work area, equipment and materials are left in a safe state; and that reasonable care is taken for the health and safety of all fellow employees and any other persons within the work area.
- Work in a manner that actively seeks to reduce any negative environmental impact in relation to the processes and procedures operating within their area and across the wider business e.g. reduction of waste, recycling etc.
- Carry out and comply with all company policies, procedures and instructions and any other reasonable duties deemed necessary by the company.

**Benefits:**

- MHFA England Mental Health First Aiders
- Free Parking
- Perks at work – Discounts
- Corporate Clothing
- EAP Construction industry Helpline
- Working Party Meetings – Have your say
- Professional Development
- Pension
- HSEQ Committee & Employee Representatives

**Salary Starting:** £TBD

**Hours:** 8.00 am – 5pm (40 Hours)

**Holidays:** 23 days plus bank holidays