

## JOB DESCRIPTION

<b>Job Title</b>	Projects Co-ordinator
<b>Reports To</b>	Project Management
<b>Function</b>	Projects
<b>Version/Date</b>	2.0 October 2024

### **Job Purpose**

Supports Project Management in delivering successful projects to clients by taking ownership of tasks and managing workload effectively to achieve Quality, Cost and Delivery ("QCD") expectations. The work of the Project Coordinator has a direct impact on the success of the project.

### **Key Responsibilities**

Reporting to a senior member of the Projects team you will take responsibility for:

- Procuring parts from an indented Bill of Material using our internal database.
- Liaising with suppliers as part of procurement activities.
- Suggesting how to improve our supply chain performance.
- Arranges packaging of products ready for shipment by liaison with subcontract packing companies. Controls packing to ensure correctness.
- Shipping of goods in accordance with contract requirements including management of interactions with freight forwarders and packers.
- Maintaining excellent communication with our customer point of contact.
- Project Management of spare part orders from order to delivery.
- Management of product repair projects from receipt of goods, analysis, repair and return to customer.
- Seeking out and recommending solutions that improve QCD
- Uses data to make effective decisions within defined boundaries
- Works collaboratively with Project Management team members and with others in the organisation.
- Shares knowledge and seeks to help others as time permits.
- Provide assistance to senior members of the Projects team with assigned tasks.
- Ensure projects are executed within the allocated budget.

### **Competencies**

- A university degree, or equivalent experience of at least 2 years is required.
- Previous experience working in engineering, manufacturing, an asset.
- A self-starter and multi-tasker who can work at pace
- Is inquisitive and demonstrates the ability to develop solutions
- Can use data to make and support decisions and to suggest improvements
- Understands the importance of Quality, Cost and Delivery (and more importantly the impact of poor QCD)
- Competent in the use of MS office applications (Excel, Word, PowerPoint)
- Familiarity with MS Access based database systems an asset.

- Has a basic understanding of mechanical and electrical component parts, sufficient to procure with an understanding of costs and lead-times.
- Can interpret drawing or OEM specifications to request quotations, procure parts and liaise with suppliers for established parts. Able to liaise with customer point of contacts on a basic level such as scheduling collections, basic delivery date negotiations.
- Has a working knowledge of shipping Incoterms and has the know-how to arrange freight for ex-works shipments or send by courier.
- Has a basic understanding of indented Bills of Materials, sufficient to be able to procure parts with support from senior staff.
- Understands differences between cost and price, MOQs etc sufficient to procure parts.
- Takes ownership and responsibility for own actions but has good judgement when to seek help from others.
- Knowledge of procurement terms and conditions.

**Personal attributes and other requirements**

- Holds a valid UK driving license.
- As a defence contractor, we have a number of security obligations placed upon the Company, which means that all our staff, must be able to successfully achieve the relevant security clearances.

**Working Conditions**

Primarily office based with some workshop-based activities from time to time; some travel may occasionally be required.