

## PROJECT COORDINATOR

JOB REF: 0582

Our client is a very well-established electrical business who is heavily involved in providing electrical solutions to the heavy engineering sector throughout Northern Ireland.

They now wish to appoint a Junior Project Manager to coordinate live projects, track the progress of projects and assign resources and components to each project. The person appointed will have previous experience managing projects within an electrical or mechanical business.

### Job Purpose

The purpose of this job is to manage projects with a value between £1-£200,000. You will liaise with colleagues in purchasing, design, sales, install and finance to ensure that all projects are running to schedule and any issues/potential problems are identified and resolved immediately.

### Responsibilities:

- Manage multiple 'live' projects, creating timeframe and budgets that have been agreed by the relevant parties involved
- Conduct project meetings to review project against set objectives
- Highlight potential project issues to the relevant internal department/person and follow up to ensure issue has been resolved
- Provide updates to relevant parties on project status especially where delays or over spends have been identified
- Control the flow and storage of projects documents and make same readily available to relevant parties
- Prepare pre-project information and create new folders both electronically and hard copy
- Close off projects when completed and ensure all information is stored accordingly
- Ensure the relevant quality and H&S documentation is available and correct for each project

## Person Specification

- Prior experience managing projects within an electrical or mechanical engineering business
- Experience of project management software
- Experience planning, assigning and managing resources including people
- Previous experience of electrical schematics would be desirable
- Pricing/estimating electrical work would be desirable
- Excellent I.T skills including Microsoft Office

*Contact James Glackin on 028 8676 0044 for a confidential chat or submit your CV via the link.*

*The Company reserves the right to vary criteria at the shortlisting stage.*

*Spectrum Employment Solutions is an equal opportunities employer and welcomes applicants from all backgrounds.*

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