

Job Title: **Project Co-Ordinator**

Job Role: Responsible for coordinating the pipeline of opportunities and ensuring that each project is effectively managed throughout the business. Develop a thorough understanding of the project process alongside continuing technical and commercial awareness.

Reporting to: Sales Manager Capital Projects

Duties include, but not limited to;

- Prepare all Capital Projects bids
 - Understand submission dates and procedures
 - Prepare bids in conjunction with Sales Manager
 - Prepare qualification forms
 - Liaise with other departments to obtain required information
 - Prepare all attachments to be submitted with bids
 - Perform sizing calculations where needed
 - Submit all bids via the respective channel
 - Feedback relevant information to Sales Manager
 - Coordinate TQ stage
- Assess customer queries/clarifications
 - Liaise with internal departments to obtain information where necessary
 - Feedback any commercial impacts of any changes
 - Ensure any/all changes are detailed on a revised quotation
 - Submit revised quotations
- Coordinate orders won
 - Document all documents required prior to order entry
 - Ensure that documents are returned in a timely manner enabling order processing
 - Liaise with other departments to coordinate testing/inspection where needed
 - Understand specific packing/invoicing requirements
- Prepare and submit all documentation relevant to capital projects.
 - Understand the submission process
 - Record submission dates and revision numbers
 - Revise documents and re-submit as needed
 - Ensure that all documents are returned as approved in a timely manner
- Manage all current and future AVL's including the Achilles FPAL, JQS and UVDB registration.
 - Manage current AVL database
 - Continual update of Achilles registration
 - Assist with all further AVL registration

- Develop and write sales work instructions covering the projects process.
 - Liaise with the quality department to implement these into the wider business processes
- Occasionally, as and when needed support the customer service function
 - Complete qualifications etc.

Functional Duties

- Positive and enthusiastic with effective interpersonal skills with the ability to influence others
- Ability to work under pressure
- Excellent time management with the ability to work to deadlines
- Ability to manage and prioritise multiple tasks and projects
- Appetite for continuous learning/improvement
- Clear, articulate communication skills both oral and written, including telephone manner
- Excellent administrative and organisational skills
- Team player who can work cross-functionally and at different levels across the organisation
- Good knowledge of MS Office Excel/Word/PowerPoint/Outlook
- Desirable but not essential – knowledge of a CRM system and business system e.g. SAP, Epicor, Oracle,
- Ability to deliver excellent customer service to all stakeholders
- Attention to detail

Experience

- Experience of working with IT systems
- Experience of customer focused activities
- Good understanding of ERP system functionality

Travel Expectations

- None

Health & Safety:

- Ensure compliance with Company Health & Safety policies, procedures and good practices.

Due to the changing nature of our business this job description may change. You will, from time to time, be required to undertake other activities of a similar nature that fall within your capabilities as directed by management.