

PROJECT CO-ORDINATOR

The Role:

Logic Fire & Security - a market leader in the Fire & Security industry, is looking for a talented individual to join our Projects Team. Your role is to ensure jobs are fully set up on the Company System prior to attending site, the relevant paperwork is completed, and engineers have the relevant information required for the works to be carried out successfully within the budgeted timeframe. In addition, you will have responsibility for ensuring jobs are closed on the system following completion of works, that jobs are invoiced, and customers are issued the relevant documentation.

The Candidate: Skills

We are seeking a dynamic, confident Project Co-ordinator with office-based experience and strong commercial awareness. You will have ideally worked in the construction environment or have some knowledge of project management. Have excellent communication and negotiation skills and the ability to manage client expectations and requirements. The successful candidate should have great attention to detail, an understanding of budget control, strong organisational and planning skills, and the ability to work well as part of a team or on their own initiative.

Main Duties:

- The setting up of project and small works jobs on the Company System.
- Taking an active role in the handover process of the Project/Small Works once a job has been won.
- Co-ordinating the production and supply of key documents during and after works completion, including RAMS, drawings, O&M's, certificates.
- Dealing with client requests, obtaining Purchase orders, and processing additional works on the system.
- Actively building good working relationships with our customers to ensure smooth running of the works.
- Ensuring that engineers/sub-contractor times are recorded on the appropriate jobs for costing purposes.
- Provide support to the Project Manager and acting as the communication link between the Customer, Office and Engineers on site, dealing with the day-to-day issues that arise and ensuring that all relevant parties are informed, escalating to the Project Manager when necessary.
- Scheduling the Project/Small Works completion meetings and taking an active role in ensuring that all elements of the job are completed on system and charges are applied appropriately.
- Complete all administration works related to both small works and project jobs.
- Complete jobs via the Company System ensuring that works are invoiced promptly.
- Deal with incoming calls from customers, dealing with their query or directing them to the correct department.

Remuneration:

- Salary range: £22,000 - £26,000 per annum, paid monthly.
- 39 hours per week Monday to Friday.
- Annual leave entitlement: 21 days + bank holidays per annum, increasing by 1 day a year at commencement of new leave year, up to a maximum of 5 additional days. This is effective after completion of 1 years' service.
- Company Pension.
- Full training plan as part of Logic Academy

Logic Fire and Security are an Equal Opportunities Employer and proactively promote equal opportunities throughout the Company. Logic has a Zero Tolerance policy regarding any harassment in any form.

If you are interested in the above position, please respond in writing with your CV and cover letter to

recruitment@logicfireandsecurity.com