



## Job description

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Position: Project Coordinator  
Holder of position:  
Line Manager: Project Office Manager

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### Objectives of position

To provide Twinfix Limited with the support and expertise needed to deliver the project planning activities in a timely and efficient manner to meet customer and business demands.

### Scope of position

Managing construction based projects from sale through to installation/delivery

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### Main duties/Responsibilities/Competencies

1. Individual project ownership for anything up to £500K's worth of construction projects
2. Maintaining all project actions and ensuring timely progression of all projects
3. Communicating verbally and in writing with customers / construction sites - assessing sites to ensure readiness for install in line with programme. This will involve reviewing site conditions for initial site survey, if necessary carrying out site surveys and as the projects progress confirming readiness for actual install. Talking to site managers regularly to understand their site programmes and where our install falls in the critical path of the overall project.
4. Attending site to carry out any necessary site meetings
5. Managing installation schedules - ensure efficient management of resource (ensuring that installation teams are scheduled in correctly, including in house and subcontract teams) to achieve customer and business requirements.
6. Working with the companies installation manager to help assess number of days/men required on site
7. Coordinating with the necessary suppliers for project based materials
8. Arranging and coordinating with subcontractors for installation and groundwork. Manage subcontractor performance and ensure all subcontractors have the required certifications and accreditations to maintain approved status
9. Issuing all relevant project paperwork to clients and subcontractors plus in house housekeeping of all project paperwork when returned from site
10. Work with the manufacturing coordinator regarding production schedules in line with programme

11. Liaising with our design and technical team for drawings and technical paper-work
  
12. Liaising with sales to extract project information and coordinating pricing variations
  
13. Reviewing project order paperwork to ensure agreement to terms

**Competencies:**

Microsoft Word  
Microsoft Excel  
Microsoft Access  
Sage  
Basic CAD viewing  
Construction industry experience  
Basic contracts experience  
Good communication skills – both written and verbal

*This job description is not an exhaustive list of tasks. Additional activities will be required above and beyond those listed to carry out the role. Changes to the role will occur as the needs of the business change.*

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Date

Line manager

Holder of position