



## 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 and as the projects progress confirming readiness for 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. Input into installation schedules - ensure an understanding of resource available to achieve customer and business requirements.
6. When appropriate coordinate with the necessary suppliers for project based materials
7. 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
8. Issuing all relevant project paperwork to clients and subcontractors plus housekeeping of all project paperwork when returned from site
9. Work with the manufacturing coordinator regarding production schedules in line with programme
10. Liaising with our design and technical team for drawings and technical paperwork

11. Liaising with sales to extract project information and coordinating pricing variations
12. Reviewing project order paperwork to ensure agreement to terms
13. Creating and booking purchase orders using Sage.

**Preferred Competencies:**

Microsoft Word  
Microsoft Excel  
Microsoft Access  
Sage  
Basic CAD viewing  
Construction industry experience  
Basic contracts experience  
Good organisation skills  
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