



TRAINING CENTRE



Approved Training Organisation Status (ATO)

PROJECT COORDINATOR

As a Project Coordinator you will assist the Project Managers and Contracts Managers to ensure the smooth running of projects.

As a Project Coordinator, you will specialise within a certain division, such as flat roofing, pitched roofing or construction.

DUTIES CAN INCLUDE:

Assisting the Project Managers to get projects running smoothly, on-time from an office environment, including organising:

- Material Deliveries
- Risk Assessments
- Method Statements

General and administrative support

Liaising with various staff such as Clients, Contractors, and Sub-Contractors

EDUCATION NEEDED

GCSEs

Entry requirements for a Project Coordinator - you will have achieved a GCSE Grade C or above (4+) in Maths or English / key skills equivalent.

OTHER QUALIFICATIONS

Further education qualifications that are relevant to the job would be beneficial but not required. This could include construction, engineering, or other 'hands-on' subjects.

WORK EXPERIENCE NEEDED

Any experience within flat, pitched roofing or construction would be extremely desirable but not essential.

We will always value any work experience that you have gained previously as it builds on your employability skills. This includes part-time work, volunteering, and involvement in extracurricular activities.

SKILLS NEEDED

- Be flexible and open to change
- Ability to work well with others
- Keen and willing to learn
- Good attention to detail
- Excellent organisational skills
- Computer literate
- Communication skills

**BOOK AN APPOINTMENT
WITH RECRUITMENT TEAM**

