

Job Vacancy

Project Co-ordination Manager

Dated: 10 July 2020

Glosford SIPS, part of the Keystone and Wyckham Blackwell Group of companies is seeking a new predominantly office-based **Project Co-Ordination Manager** to join an existing successful team based at their Manufacturing and Design Facility in Hereford. The role may require attendance to some external customer meetings so use of own car with associated mileage payments will be provided. Potential also for some home working in line with company protocols.

Overall purpose of the job:

Glosford Timber Solutions Ltd design, manufacture and install Kingspan TEK, SIP (timber frame) buildings in the private residential and commercial markets. The purpose of the role is to manage the Project Orders through to the Design and Engineering Team communicating all relevant information from clients drawings/specifications. The job holder will play an integral part in all aspects of the project working with the Design Manager, Technical Manager and Commercial Manager and any external professional bodies associated with the Contract. This will involve a high level of Customer/Architect liaison.

Key Responsibilities:

- Ensuring all order information is obtained in line with Quotation and agreed scope of works.
- Meet customer expectations at all stages of the process.
- Manage cost variations that occur post order.
- Obtain and co-ordinate access restrictions with the Operations team.
- Provide all relevant information to Technical Manager for Engineering in line with company procedures.
- Issue all relevant Project information to CAD Designers.
- Communicating and finalising Project installation dates to customers.

Knowledge and Experience Requirements:

- A proven track record within a similar manufacturing or construction company.
- A good overall knowledge of Construction and all relevant Building Codes of Practice.
- Excellent verbal and written communication skills.
- Relevant Computer skills and experience with CAD design drawings.
- Excellent organisational skills and ability to meet deadlines working with multiple projects.
- Ability to work on own initiative and part of a team.
- Have a logical, analytical and creative approach to problem solving.

Please send in your CV with a covering letter to mike.fleming@glosford.com

