



Key Objectives

- All operations are 100% compliant to legislative, Altrad and clients specific procedural obligations - This from within the context of both Health & Safety and Quality Management requirements.
- Reporting to the Project Manager and assisting the PM in the execution of the Project.
- Clients Satisfaction is driven via a comprehensive understanding and subsequent achievement of their Business Goals and Objectives.
- Competently manage all commercial aspects relevant to role including but not limited to Productivity, Non-Productive Time and effective cost control
- Actively/demonstrably contribute to 'Continuous Improvement' to deliver tangible and meaningful benefit to the contract and to business objectives.
- Identification and subsequent mitigation of identified inefficiencies, therefore positively impacting workforce productivity/output.

Main Activities (routine activities and the outputs of the role the individual is expected to deliver)

- Reporting to the Project Manager in the delivery of the Project.
- Ensure total compliance to specific HSE & Quality Management audit schedules and effective execution of identified improvement actions generated via the audit process.
- Attendance and meaningful contribution to monthly contract performance reviews accepting ownership and subsequent delivery of assigned actions.
- Establish/achieve individual and respective team's objectives in line with contract goals.
- Meaningful 'Continuous Improvement' contribution primarily, but not solely achieved by close and frequent interaction with suppliers ensuring the capture of innovative practices being successfully delivered.
- Attendance and effective contribution to high-level & strategic management meetings with both Client and Altrad Senior Management.
- Goods receipts and inspections.
- Focus on day-to-day execution, tracking tasks, organising logistics and supporting administrative flow.
- Assist with overseeing inventory levels, vendor sourcing and logistics.
- Manage daily/routine administrative tasks, including billing and invoicing.
- Share updates between in-house teams, clients and suppliers, and escalate major hold points/roadblocks to project managers.

Qualifications / Experience

Qualifications

- HNC/HND/Degree preferably in an Engineering discipline.
- Full UK Driving Licence.

Experience & Knowledge -

- Demonstrable experience in Operations Management.
- Comprehensive understanding and proven delivery of projects.
- Good organisation and time management skills.
- Ability to identify, produce and effectively administrate performance improvement programmes.
- Microsoft applications, time-keeping and SAP software relevant to role.



PROJECT CO-ORDINATOR

Key Relationships (The list of roles the jobholder most frequently interacts with)

Client

- Senior Leadership Team
- Project Managers
- Planning Leads
- Plant / Production Management

Altrad

- Project Manager
- Regional Management Support Team - HSEQ, HR, Recruitment, Commercial
- Peers
- Operational Team

HR Use Only					
SCI	AQR	PK	PRM	CDM	GRADE
Comments					
Evaluator				Date	



SERVICES

PROJECT CO-ORDINATOR