

Job Opportunity
Project Coordinator – M&E Retail
Sheffield Office, Full Time, Salary on application

The Position: we are currently recruiting for the above role as either a progression in the next step in a colleague's career path or for a new start in a new role. The Project Coordinator will be required to provide administration and some technical support to the project M&E Retail Team, Project Supervisors and Managers, along with the Field Engineers and Operatives in the successful delivery of a project.

The role responsibilities and desired skills are noted below, but if you would like clarification on any point or further information, please speak to Tony Hallam. If you wish to be considered for the position, please write to jane.bonar@elecomm.co.uk enclosing your CV.

Closing date for applications is: 5pm on Friday, 18th September 2020

Responsibilities include:

- Gaining an understanding of the project requirements by way of reviewing project drawings, specification(s), and related documents
- Liaison with the Elecomm Project Supervisor and Manager, as required, throughout the projects following relevant instructions.
- Liaison with the Principle Contractor's site Management, as required, throughout the project.
- Liaison with and direct Elecomm's Specialist sub-contractors site management/team, as required, throughout the project.
- Assist Elecomm's operatives, direct employee, and subcontract partners where applicable.
- Assist in co-ordinating the services and site activities with other trades and in consideration with the master programme of works.
- Liaison with Elecomm's HSQE team, as necessary and assisting to manage/control/co-ordinate/deliver all Elecomm's H&S responsibilities on site, as necessary.
- Assist in resourcing required labour, material, and time requirements of the project. Prepare and submit material/resource/sub-contractor requisitions, as necessary, in a timely manner to successfully deliver the project.
- Assist in the preparation of material/resource/sub-contractor requisitions, as necessary, in a timely manner to successfully deliver the project.
- Assist the project manager, where necessary, in compiling variation costs by analysing labour, material, and time requirements
- Assist in reviewing records and site diary/Microsoft project of works completed.
- Support the business in anyway necessary as appropriate when requested by other Management and/or Directors.
- Assist in producing RAMS and ensure it is communicated to all employees
- Assisting the Project Manager in ensuring quality is achieved in line with company QA procedures

Skill Set Requirements:

- Basic electrical knowledge
- Have reasonable competency in construction H&S

- Excellent interpersonal and customer-facing skills
- Good Numeracy Skills
- Able to read and understand drawings, technical documentation, and scopes of work
- Excellent planning, time management, teamworking and organizational skills with good attention to detail.
- Be IT literate and competent in the use of Microsoft word, project and excel. Training will be provided for other systems.
- Have a positive attitude and enjoy working with people.
- Have good spoken and written communication skills.
- Have problem-solving skills.
- A desire to learn and progress.
- Full UK Driving license.

Desirable Skills:

- Electrical knowledge complete with industry recognized qualifications would be an advantage
- Ability to use and willingness to train to improve on the use of:
 - 2D Drawings using AutoCAD Lt
 - Cable calculation via the use of Amtech or similar
 - Electrical Certification software such as Trimble or similar
 - Revit Lighting design or similar
- Previous experience in a similar role or related role would be advantageous, including liaising and dealing with Clients and Site Operatives, including sub-contractors, however for the right candidate an opportunity could be given.