

## JOB DESCRIPTION

<b><u>Job Title:</u></b>	Junior Project Coordinator
<b><u>Reports To:</u></b>	Commercial Manager
<b><u>Salary:</u></b>	£17,000
<b><u>Hours:</u></b>	37.5 (flexi time)

### **Job Summary:**

The Project Coordinator is responsible for the commercial and financial management of Acrastyle's customer orders. The ability to communicate with customers and suppliers is essential. In addition, co-ordination of internal resources to ensure delivery of time critical projects is crucial.

### **Role:**

- Preparation of project programmes and maintenance of resource task plan.
- Controller of individual projects in line with client expectations, Acrastyle procedures and programmed timescales.
- Responsibility for all commercial and financial matters (*especially margin management*) for each project.
- Communication of project critical information to all internal and external stakeholders.

**Responsibilities:**

- Participating in the tender to project handover meetings.
- Preparing and agreeing draft programme with all internal stakeholders.
- Acknowledging the Customer purchase order in accordance with set procedures and timescales.
- Participating in both internal and external meetings, such as project kick-off's and project reviews.
- Creating bills of material (main items) within the company ERP system and being accountable for checking all supplier pricing.
- Authorising the procurement of all kit items with Supply Chain Team and confirming required delivery date.
- Maintaining or improving the project budget by supervising and authorising labour and material spend.
- Coordinating all activities with the project team and other internal stakeholders in line with the project programme.
- Ensuring all equipment, materials and drawings are available to the factory on time for commencement of manufacture, according to the project programme.
- Coordinating with clients on a regular basis confirming project status.
- Coordinating with clients and confirm in writing any arrangements / agreements made subsequent to order placement.
- Identifying and capturing all additional scope of work (*materials and labour*) during the contract. Where commercially appropriate, facilitating an agreed variation to the contract value with the Client in a timely manner.
- Fulfilling of all contractual documentary requirements as agreed with the client.
- Creating and submitting valid invoices in accordance with the project programme and key milestone dates.
- Closing completed projects within the company ERP system, in line with set procedures.