

Project Support Coordinator

Posted 6 days ago by [Advanced Diesel Engineering](#)

 Pontefract, City and Borough of Wakefield

 £18,000 - £20,000/annum Dependent On Experience.



Advanced Diesel Engineering Ltd is a Generator and Switchgear Acoustic housing specialist responsible for the design, manufacture, installation and service of our unique products.

To support our continued growth we are looking to appoint Project Support Coordinators who will work as part of the Project Team. The PSC provides direct support to the Project Manager (PM) throughout the life of a project, and carries out a number of supporting activities to ensure projects are coordinated from order through to the delivery.

Main responsibilities will include, but not limited to, supporting with:

- Sales Handover – Arrange and coordinate Sales Handover meetings
- Project Administration
- Project document control
- Requesting supplier quotations
- Raising and monitoring Purchase Orders for Bought In items
- Maintain and coordinate a schedule of Goods In for the project
- Generation and monitoring of Product Job Cards for production control
- Organisation of transport and crane for projects
- Arrangement of International courier deliveries for projects
- Creation of Risk Assessment Method Statements (RAMS)
- Collation and issue of Operation and Maintenance manuals

Essential skills/experience/knowledge:

- Experience of working in a project environment
- Ability to communicate at all levels – externally to Clients and Suppliers; internally up to Director Level
- Good organizational and planning skills
- Self-motivated and able to use own initiative
- Excellent verbal and written communication skills
- Engineering or manufacturing experience (not essential)
- PRINCE2 Foundation level (not essential)
- Previous applicants need not apply.

ADE Ltd do not discriminate on the grounds of age, gender, race, colour, religion, disability or sexual orientation, and we welcome applications from all sections of the community.

Type: Permanent

Contract Length: Permanent

Telephone: 07585 988 403

Start Date: IMMEDIATE START

Contact Name: Tracey Buxton

Job Reference: Project Support Coordinator