



Job Description Project Co-ordinator

Closing date: 29th April 2016

Overview of Position

Responsible for taking project enquiries via telephone, email and letter from Contractors and Architects, to provide lists of approved fabricators for Comar aluminium windows, doors, curtain walling and window walling projects.

Provide support to the sales team by providing the internal sales support link throughout the contracting process and eventual order.

Liasing with the Nationwide Sales Team, Technical Department, Estimating and the Sales Office (operations) to ensure the smooth running of large projects and subsequent orders through the organisation. Keeping track of large contracts that have been specified by Comar and providing information over the telephone regarding the scope of the project.

Strong liaison with architects and contractors to ensure they receive prompt responses to pricing or technical issues.

Providing monthly reports to line management. Building relationships with key architectural practices and contractors throughout the UK.

Involvement in new product launches as required.

Reporting

The position reports to the National Sales & Marketing Manager

Tasks

- To respond quickly to enquiries from architectural advisors, contractors and architects.
- To provide monthly reports
- Get involved in meetings with Comar approved fabricators, contractor, architect to ensure design brief has been met and selected Comar systems are capable and correct.
- Presenting skills e.g. Power-point
- Update key client information
- Provide analysis on contracts won/lost
- Be prepared to undertake technical training
- Liase with all department and build rapport
- Support sales team and become key contact for sales teams requirements from head office, technical estimating
- Inform departments throughout the company of special projects from technical, estimating to dispatch
- Ensure the project requirements are met from the fabricators final quote through liaison with technical and estimating.

Key Attributes

- Team player – a must!
- Keen need to develop skills, marketing, sales, teamwork, project
- Ability to work closely with a variety of people from different departments
- Of graduate calibre in a related construction trade or possess HND/HNC or have relevant industry knowledge in the glazing or architectural aluminium trade.
- Minimum of Grade C Maths & English at GCSE.
- Meticulous nature.
- Ability to work under pressure.
- Experience with CRM software
- Willingness to undertake learning, new ideas and provide reports as and when required.
- Ability to work unsupervised or in a team responding to team deadlines.
- Experience of working with quantity surveyors, architects, local authorities and understand the differences between the different target markets.
- Must understand drawings and have an ability to learn structural calculations.
- Know the relevant building regulations or have an understanding.
- Understand Estimating/Contracting procedures.
- Have knowledge of latest building contracts such as D & B, PFI etc.