



**Job Description:** Project Co-ordinator

**Reporting to:** Commercial Marketing Manager

## 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.

Administration of product sample resources and customer sample request process, from initial customer requests through delivery, working with other functional teams to meet expectations.

Liaison and working with the Accreditation Manager to understand building regulations, new legislative demands, Health & Safety Audit Compliance, BSI Quality and Environmental Audits and BES 6001.

## Tasks

- Respond promptly to enquiries from architectural advisors, contractors and architects
- Analyse incoming enquiries including technical requests for tender for TPG opportunities
- Log enquiries on CRM systems, communicating opportunity with Sales team and customers
- Coordinate all aspects of the product sample stock and request process
- Provide monthly reports including performance of enquiries, contracts and samples
- Support sales team as key contact for their project requirements from head office
- Maintain and update key client information on the CRM systems

- Inform all relevant departments of special projects from technical, estimating to dispatch
- Assist in all aspects of customer visits to our showroom and at exhibitions or launch events
- Liaise with all departments, building business rapport between Marketing and others
- Proactively develop product knowledge including impromptu and formal technical training
- Meet and greet visitors, book catering for meetings
- Manage Password requests to the Company websites
- Provide support to the Accreditation Manager on Company and Legislative Policies.

## Key Attributes

- Team player – a must!
- Proactive and flexible approach, with a ‘can do’ attitude
- Research skills with inquisitive nature
- Keen need to develop skills, marketing, sales, teamwork, construction project process
- Ability to work closely with a variety of people from different departments
- Excellent communications skills.
- Polished customer facing skills.
- 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 construction drawings
- 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.

