**Engineering Project Coordinator**

We are seeking a highly motivated individual to ensure that engineering projects are co-ordinated between departments and delivered to the agreed objectives as defined at concept and initiation stages.

**Duties include:**

* Assist the Project Manager in their duties - implementation of Engineering Project Management governance across the site.
* Challenge concepts in order to achieve the optimum design within the boundaries of time, specification and cost.
* Ability to use project management skills in innovative ways and remain flexible as the role develops.
* Ensure that the correct resources are available and coordinated to complete each stage of the project.
* To provide leadership and coordinate with process departments during the execution of engineering project related activities.
* Take an active, hands-on role to support the identification and resolution of problems.
* Regulatory compliance – compile relevant project documentation (RAMS, CDM & Management of Change) and involvement in safety studies (HAZOP).
* Identify interdependencies between functions and facilitate cooperative working.
* Agree internal contracts and engage external contractors as required and to be responsible for ensuring the necessary contract resources are in place to manage that agreed resource.
* Agree the execution strategy which shall be appropriate to the project and make strategic decisions for the process and procedures to be followed for the project.
* Maintain familiarity and understanding of all new equipment and technologies across the site to provide maintenance support/training when required.
* Management of Contractors – liaise and assist with external service engineers/contractors during project tasks – act as the “Site Contact”.
* **Experience & skills required:**
* HNC in Engineering or equivalent
* 3-5 years’ experience within an engineering department
* Presentation skills
* Project Management Skills
* Excellent leadership Skills

 **What they offer:**

* Parking
* Full-time hours will be 08.30am – 17.00pm Monday- Friday
* 25 days annual leave plus Bank Holidays.
* Fantastic Pension & other Excellent benefits.