

Project co-ordinator

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Company: AGM Construction Recruitment

Location: United Kingdom

Category: business-and-financial-operations

Job Description

If applying from outside the UK please include all relevant UK experience and your visa status/requirements

PROJECT CO-ORDINATOR

Project Support Officer/Project coordinator We adopt an agile working policy and to work alongside our Financial Controller, Project Managers and Project Directors Team in addition to provide central support to our 30+ Building Surveying professionals.

Line managed by the Team Lead, you will be supported and trained as required for the role. This role combines project and governance administration with further specific client facing project support. It may be a great first step into our business for those individuals with future aspirations of more senior office support, marketing / client development or even developing into technical and professional roles.

We are proud to be making a difference in our region and work providing professional property and construction consultancy in the following sectors:

Decentralised Energy / NetZero

Education

Public sector

Commercial property

Workspace

Defence

Ports and Marine

Aviation

Major infrastructure projects

Manufacturing

Utilities

we are proud to be an inclusive employer and generate business strength through our culture of Equality, Diversity & Inclusion.

We have an opportunity within our Scotland & Ireland Region for a Project Coordinator/Administrator to work within the operations teams across the region. As part of this role you will be working closely with the Financial Controller, Project Managers and Project Directors on a daily basis, coordinating all aspects of the business's project financial management processes.

Responsibilities

The role is an excellent opportunity for an proactive person looking for a challenging but rewarding role in an equally ambitious business.

Duties will include:

Supporting the business through a period of change with the introduction of a new project finance management system

Learning the new system to become a champion

Working closely with Project Managers and Project Directors to ensure timely management of all project finances on a monthly basis

Providing advice, training and financial support to the operations teams.

Producing invoice analysis and other internal management processes.

Challenging the operations teams to ensure effective and timely management of project finances.

Raising of sales invoices.

Managing the timesheet process within the project teams.

The continued review and development of reporting and systems as the business grows.

The role will require adhoc visits to offices in Scotland and Ireland.

Assist in the Management of Monthly BAU Financial Data and processing – timesheets, working with our Project Managers and project support officers to ensure finances are closed regularly – support and cover role only.

Why work for us?

Join us and expand your career on some of the industry's most exciting and newsworthy construction projects – from mission-critical COVID-19 facilities to the world's tallest hotel, London's Heathrow Airport to Europe's first eco-friendly mosque. You'll enjoy invaluable exposure to international expertise as well as innovation in local niche areas. In 2020, we took away Silver and Gold in the Construction Manager of the Year Awards; and made finalist for the Young Surveyor of the Year. So, you'll be part of a team where our standards are high, as are the rewards. And, at every career stage, you'll benefit from industry-leading programmes to help improve your skills and knowledge. Communities are at the heart of our work. Together, our people are proud to be working towards a Net Zero Carbon future and regenerating cities across the UK. Read about more of the ways we're making a positive impact.

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