

## PROJECT COORDINATOR

[Apply Now](#)

Company: Ambitek Limited

Location: United Kingdom

Category: other-general

Our Engineering client, based in Trafford Park, is looking for a Project Coordinator to join the new product development team.

Your key responsibilities will include:

Coordinate reports for Project implementation

Acting as a key point of contact regarding any updates

Collating the necessary information across key departments.

You must have experience with scheduling and co-ordinating projects. Will have keen attention to detail and strong numerical and IT skills.

### Duties

We are seeking a highly organized and detail-oriented Project Coordinator to join our team. As a Project Coordinator, you will be responsible for supporting project managers and teams in the successful planning, execution, and completion of projects. Your role will involve coordinating project activities, tracking progress, and ensuring that deadlines are met.

### Responsibilities:

- Assist in the development and maintenance of project plans, including timelines, milestones, and deliverables.
- Coordinate project meetings, including scheduling, agenda preparation, and meeting minutes.
- Track project progress and provide regular updates to project stakeholders.
- Assist with resource allocation and ensure that team members have the necessary tools and information to complete their tasks.

- Support project managers in identifying and managing risks and issues.
- Collaborate with cross-functional teams to ensure effective communication and coordination.
- Maintain project documentation, including project plans, status reports, and other relevant documents.
- Assist in the preparation of presentations and reports for project stakeholders.

You:

Experienced Project Coordinator/Administrator with a proven track record of prioritising work within strict deadlines

Ability to build relationships and rapport, demonstrating credibility

Experience of project management, being able to deliver key deliverables to deadlines

Confident in communicating effectively with stakeholders at all levels

Excellent computer skills, in particular MS Office, Excel and Outlook.

High attention to detail

Desire to strive and go the extra mile

Hours:

Choice of: 08.00 - 16.30 Monday to Thursday.

Friday: 08.00 - 13.00

or Monday to Thursday: 07.30 - 16.00 & Friday: 08.00 - 13.00

Work one day from home per week.

If you are a proactive problem-solver with excellent organisational skills and a passion for driving successful projects from start to finish, we would love to hear from you. Apply now to join our dynamic team as a Project Coordinator.

Please note that due to the high volume of applications we receive, only those successfully shortlisted for the role will be personally contacted.

[Apply Now](#)

#### **Cross References and Citations:**

**1. PROJECT COORDINATOR** [Textilejobs](#)[Jobs United Kingdom](#)[Textilejobs](#) ↗

**2. PROJECT COORDINATOR** [Jakartajobs](#) [Jobs United Kingdom](#)[Jakartajobs](#) ↗

3. PROJECT COORDINATOR [Socialmediajobopportunities Jobs United Kingdom Socialmediajobopportunities ↗](#)
4. PROJECT COORDINATOR [TheflexiblejobsJobs United KingdomTheflexiblejobs↗](#)
5. PROJECT COORDINATOR [Androidjobs Jobs United KingdomAndroidjobs ↗](#)
6. PROJECT COORDINATOR [UltimatejobfinderJobs United KingdomUltimatejobfinder ↗](#)
7. PROJECT COORDINATOR [Canadajobsearch Jobs United KingdomCanadajobsearch ↗](#)
8. PROJECT COORDINATOR [Gigajob Jobs United KingdomGigajob ↗](#)
9. PROJECT COORDINATOR [MoscowjobsJobs United KingdomMoscowjobs↗](#)
10. PROJECT COORDINATOR [Londonjobscareer Jobs United Kingdom Londonjobscareer ↗](#)
11. PROJECT COORDINATOR [HtmljobsJobs United KingdomHtmljobs↗](#)
12. PROJECT COORDINATOR [Topfishjobs Jobs United KingdomTopfishjobs ↗](#)
13. PROJECT COORDINATOR [Ai-ml-jobs Jobs United KingdomAi-ml-jobs ↗](#)
14. PROJECT COORDINATOR [MobileappjobsJobs United KingdomMobileappjobs↗](#)
15. PROJECT COORDINATOR [Radiologistjobs Jobs United KingdomRadiologistjobs ↗](#)
16. PROJECT COORDINATOR [Technologyjobs Jobs United KingdomTechnologyjobs ↗](#)
17. PROJECT COORDINATOR [Turkeyjobs Jobs United KingdomTurkeyjobs ↗](#)
18. PROJECT COORDINATOR [Bankingjobsnearme Jobs United Kingdom Bankingjobsnearme ↗](#)
19. [Project coordinator Jobs United kingdom ↗](#)
20. [AMP Version of Project coordinator ↗](#)
21. [Project coordinator United kingdom Jobs ↗](#)
22. [Project coordinator Jobs United kingdom ↗](#)
23. [Project coordinator Job Search ↗](#)
24. [Project coordinator Search ↗](#)
25. [Project coordinator Find Jobs ↗](#)

