

Title	VACANCY: Project Co-Ordinator (PC 18)
Role Details	<p>A new position has become available in ATG Access within the Projects Department. The role will be based at ATG's Head Office in Haydock.</p> <p>The candidate needs to be self-sufficient in assisting the current Project Managers in submittals documentation; procurement; contract reviews and project planning.</p> <p>Role Requirements:</p> <ul style="list-style-type: none"> • Dealing within a fast paced environment on a day to day basis • Working closely with international requirements • Potential for international travel • Manage time and travel efficiently • Free the PM's to carry out their duties <p>Tasks within the Role:</p> <ul style="list-style-type: none"> • Administration for Sales Orders • Submittal documentation for all contracts • Assisting Project Manager's with day-to-day roles • Making sure contracts are invoiced correctly and on time • Help to expedite projects through the company • Help in securing variations • Maintain up-to-date invoicing with the finance team • Attend weekly production meetings • Generation of relevant KPI's, tracking project revenue and advising of any delays to project progress <p>Attributes</p> <ul style="list-style-type: none"> • Successful candidate must be well organised, able to manage own time and a self-starter • Ability to work under pressure is essential • Occasional requirement to deal with customers both face-to-face and over the phone • Able to work alongside colleagues to resolve any problems which may arise <p>Salary: Negotiable based on experience</p> <p>Package: Pension, Life Assurance, Company Bonus</p> <p>To apply send your CV to: hr@atgaccess.com or</p> <p>Post to: HR Department, ATG Access Ltd, CoBaCo House, North Florida Road, Haydock Industrial Estate, Haydock, Merseyside WA11 9TP.</p> <p>Quoting ref no: PC18</p>
Expires	28/09/2018