

# Job Title: Projects Coordinator

Reporting to: Managing Director

Location: Silverstone, Northants, UK

Salary: £competitive + benefits package, flexible hours available

## Overview

Partner Electronics provide electronics engineering services to business throughout the UK and into Europe. We have a strong and growing engineering team working on a diverse range of projects, which range in size and market sector. As an expanding business we are looking to appoint a Projects Coordinator to enhance the way our company works on a daily basis and to improve our service to our clients.

We are looking for a Projects Coordinator to work with our professional multidisciplinary team to ensure our projects run smoothly and respond efficiently to our clients changing requirements. It is a role that would suit someone who values enabling those around them to succeed and who is rewarded for the team success.

This is a great opportunity to be involved in an expanding business and really get involved. There will be an opportunity to work in many different market sectors, from medical to consumer products, so a dynamic and responsive mindset is needed to be innovative within the differing needs of these areas.

The successful candidate must be enthusiastic and proactive, keen to continually improve. In return we can offer you a varied and dynamic position in a small and friendly company in a key position of responsibility. There will be loads of interaction with clients, so good communication skills and personality are important.

The role will be office based at our Silverstone offices, in the superb countryside in a region with a long-standing history of leading-edge technology, from telecommunications to motorsport. From here we work with our clients throughout the country and beyond, to deliver technology solutions and great service.

## Key Tasks

Liaise with all the engineering project leaders and staff to help operate project processes, reporting, scheduling and resourcing.

Work closely with engineering and management team to improve project performance in the team

Monitor and develop key performance indicators relating to project performance

Monitor and support currently running projects

Assist with resource scheduling

Assist with creating successful proposals

Developing budgets, risk management and QMS

Communication and reporting within the company and to clients

## ***Requirements***

Experience of product development projects

Working knowledge and understanding of project management, monitoring and controlling resources and budgets

Whilst this is not specifically a technical role, an engineering or technical background would be beneficial.

Spreadsheet, presentation and report writing skills.

Competency in maths and English is essential

Commercial awareness and experience

## ***Attributes***

Good professional communication and negotiation skills

A keen problem solver

Well organised and dependable

A character that makes the team stronger

## ***Application Process***

Please email a cover letter and your CV to [recruitment@partnerelectronics.com](mailto:recruitment@partnerelectronics.com)