



JOB DESCRIPTION: Project Co-ordinator

LOCATION: Head Office, Units 1-6, Old Station, Higham, Bury St Edmunds

REPORTING TO: Commercial/Technical Manager

RESPONSIBLE FOR: Effectively coordinate and oversee all allocated project responsibilities and associated documentation to ensure the successful delivery of projects within set timeframes.

About us

Aran Insulation, part of Aran Group, is an award-winning, industry leading organisation striving to improve energy efficiency of homes throughout the UK. Passionate about improving quality of life and cost of living, the company's goal is to reduce carbon emissions of UK households. A dynamic company going through a growth and development period. Aran Insulation is committed to developing its staff through training and progression, giving them the tools and opportunities to excel.

Job Role

As a Project Coordinator, your primary responsibility will be to oversee the customer journey, starting from the survey phase and concluding with the successful completion of the project. You will be accountable for delivering multiple installation projects within specified timelines and budgets. This position necessitates a keen attention to detail, the ability to handle multiple projects and customers simultaneously, and a positive, proactive, professional, and process-driven approach.

Main responsibilities

1. Project Planning and Coordination:

- Collaborate with internal and external teams to develop project plans, timelines, and budgets.
- Monitor project progress and identify potential risks or issues, proactively implementing solutions.

2. Stakeholder Management:

- Serve as the primary point of contact for clients, contractors, and suppliers, maintaining effective communication throughout the project timeline.
- Foster positive relationships with stakeholders, addressing any concerns or inquiries promptly and professionally.

4. Documentation and Reporting:

- Maintain accurate project documentation.
- Generate quotes for all measures, including but not limited to; Heating, Insulation and Ventilation quotes.

5. Quality Assurance:

- Ensure compliance with industry standards, regulations, and company policies throughout the project.
- Ensure all PAS evidence is available and correct.

Requirements

- Experience in project coordination or management
- Proficient in computer literacy
- Excellent organisational and time management skills, with the ability to prioritise tasks effectively.
- Strong attention to detail and problem-solving abilities.
- Exceptional communication and interpersonal skills, with the ability to collaborate effectively with diverse stakeholders.
- Adept at working collaboratively as a team player

Benefits

- Casual dress
- Free sandwich Friday
- Annual Christmas party
- Company events
- Company Christmas shut down
- Employee assistance programme provided by Bupa
- Free on-site parking

Schedule

The Project Co-ordinator will be based at the Aran Insulation Head office, in Higham and will work core office hours of 8-9am start to 4-5pm finish, Monday to Friday.

Join our dynamic team at Aran Insulation and contribute to our mission of improving energy efficiency and reducing carbon emissions in homes across the UK. Apply now and be part of a progressive and impactful organisation.

Note

This is a description of the job as it is constituted at the date shown. It is the practice of Aran Insulation Limited to periodically examine Job Descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. The MD, and management team of Aran Insulation Limited will conduct this procedure in consultation with the post holder.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible, management reserves the right to make changes to your job description following consultation.

Aran Insulation Limited has equality in mind when appointing staff. We undertake criminal record checks with the Disclosure and Barring Service on all successful applicants, and periodically thereafter. We reserve the right to terminate employment if in our opinion the check is unsatisfactory.