



JOB PROFILE

JOB TITLE: Project Coordinator	DEPARTMENT: Internal Sales	REPORTING TO: Business/Project Manager
MAIN PURPOSE OF JOB: To provide support within the commercial team with regards to; bid management, project management, and implementation of change initiatives and improvement activities		
MAIN RESPONSIBILITIES: <ul style="list-style-type: none">• Coordination of bids and projects within commercial• Active participation in the preparation of bid packs and project management activities• Implementation of change initiatives and improvement activities to include; evaluation, proposal, procedure updates, training, and ongoing monitoring and support		
KEY TASKS: <ul style="list-style-type: none">• Preparation of bid packs• Providing support to commercial managers• Evaluation of customer requirements• Providing support to Account Management in processing of requirements• Project Management activities as guided by the Project Managers• Providing support to Project Managers in the implementation of planned improvement initiatives		
SPECIFIC OBJECTIVES: <ul style="list-style-type: none">• Implementing change within the commercial department – specific objectives to be defined• Supporting the busy Project Management Team with high levels of Business Opportunities		
REPORTING/SUPERVISORY STRUCTURE: Reporting directly to the Business/Project Manager within Commercial, interacting with other members of the commercial team		
QUALIFICATIONS: <ul style="list-style-type: none">• Minimum of 5 GCSE'S at grade A-C, to include Maths and English• Educated to A Level standard or equivalent to include a Business related subject• Educated to degree level in a Business related subject is desirable		
KNOWLEDGE AND SKILLS: <ul style="list-style-type: none">• Excellent communication skills, verbal and written• Excellent attention to detail• Excellent administration skills• Ability to take ownership of tasks and prioritise own workload• Good knowledge of Microsoft office to include; Excel, Word, PowerPoint and Outlook		
EXPERIENCE: <ul style="list-style-type: none">• Experience working in a customer facing role is desirable		

BEHAVIOURAL COMPETENCIES: (Specific behavioural competencies needed to ensure successful job performance)			
	LEVEL		LEVEL
Manage Performance	1	Manage Communications	3
Manage Oneself	2	Manage Customer Service	2
Manage Others	2	Manage Resources	2
Manage Relationships	3		
SPECIAL FEATURES: any "out of norm" features of the job" Full DVA security clearance will be needed for this role			
JOB HOLDER: Signature & Date:		MANAGER: Signature & Date:	

This job profile sets out the main dimensions of the role it describes. It does not identify all individual tasks, which may be expected to change from time to time to meet operational needs.