

Assistant Project Co-Ordinator, Crendon Timber Engineering, Piddlehinton

The Business

Crendon Timber Engineering Ltd is a leading designer and manufacturer of engineered timber products. Operating from five sites around the UK, its Timber Engineering business designs and manufactures Roof Trusses and Engineered floors.

Due to the expansion in the Commercial West Division an assistant project co-ordinator situated from Piddlehinton is much required to undertake the relevant roles and responsibilities.

The role

To ensure that commercial projects are processed effectively and efficiently and in line with customer expectations and that agreed output targets are achieved.

What you will be doing

Liaise with the Engineering & Design Manager to ensure there is sufficient information to commence design work and where necessary, liaise with the client to secure what is needed.

Agree a programme to complete the design work and notify the client accordingly.

Keep a record of drawings issued to Crendon and ensure they are forwarded to the designated Designer. Advise the client of any changes which affect, or are likely to affect the programme.

Liaise with the designated Designer re issue of drawings, chasing where appropriate and ensure the client is kept informed of progress against the programme.

To name but a few.

What we're looking for

If you have previous experience in this field then this could be the role for you. We are looking for a positive, energetic and reliable person, who has high levels of 'attention to detail' and a flair for organising things. You will be polite, courteous and well-spoken, with good levels of numeracy and literacy. Good IT skills would be useful including a good working knowledge of MS Office.

What we can offer

In return for your commitment and experience, we offer:

- Competitive salary
- Contributory stakeholder pension scheme
- 30 days holiday (inclusive of Bank Holidays), increasing to 33 following 1 year's full service
- Childcare vouchers
- Life cover along with the opportunity to work for a reputable company with a strong commitment to customer service.
- Rewards Scheme

Hours of Work

Monday to Friday, 40 hours per week 08.00 to 17.00



Further information

Please contact Janine Calcutt for further information on 01935 314 184 or careers@crendon.co.uk