

Moody Direct Ltd

Job Description

Job Title: Project Engineering Co-ordinator

Reporting to: Projects Division Manager

Activities of the company

- Supplying Process and Packaging solutions to the dairy, food, beverage, brewery, food, ice-cream, pharmaceutical and chemical industries in the following areas:
 - Capital Equipment and Components – new and pre-owned;
 - Machinery spare parts;
 - Equipment maintenance services – scheduled and ad-hoc;
 - Projects & Commissioning;
 - Plate Heat Exchanger testing and refurbishment.

Purpose of the Position

- To support the Project Manager in designing, quoting, winning and profitably delivering well engineered project work in full compliance with all legislation (health and safety) and generally accepted good engineering practice whilst ensuring customer satisfaction;
- Learn how to execute engineered projects under the instruction of the Project Manager in order to develop skills and progress within the projects division;
- To work with all divisions within the company to help promote and develop all aspect of the company's offerings.
- There is a strong desire to develop this position to progress within the Projects Team.

Key Result Areas

- Customer satisfaction;
- Business retention;
- Health & Safety;
- Profitability of work carried out;
- New work won;
- Maintaining morale;
- Objectives agreed with the Project Manager are met.

Key Tasks

- Commercial:
 - To assist in managing the budget for projects and ensure that as a minimum, projects achieve targeted profitability;
 - To assist the financial team to ensure that invoicing is carried out;
 - To help meet the agreed contractual terms and conditions for the job;
 - To ensure all documentation is completed and submitted promptly and correctly to enable prompt invoicing and payment;
 - Assisting in the communication of technical, commercial and programme details to relevant staff;

- To arrange travel and accommodation for project engineers and managers;
- Active in promoting a team approach for the benefit of the company;
- The role may require you to assist in other areas of the company as required;
- Technical:
 - To assist in the quoting, designing (using CAD) and building process and packaging equipment systems to appropriate legal and customer standards;
 - To assist in the procurement of materials and labour;
 - To assist in the planning of works such that labour and material requirements can be allocated in good time;
 - To assist in the scheduling of labour and other resources required;

Key Skills

- To develop a thorough knowledge of the hygienic process and packaging industries;
- To develop a thorough knowledge of items of capital plant and equipment appropriate to the food, dairy and beverage industries;
- To be able to communicate effectively at all levels – both written and verbal;
- To be commercially aware;
- To be able to think logically;
- To develop project management skills;
- To become expert in the use of AutoCAD;
- To be able to prioritise workload and effectively management time;
- To develop a high level of computer literacy including the use of spreadsheets for project estimation and cost tracking and other software utilised in project management (Microsoft Dynamics AX);
- Able to work independently;
- Able to multi-task.

Key Attributes

- Meticulous/eye for detail and ability to think logically;
- Flexible and adaptable attitude;
- Diplomatic;
- Personable and able to build and maintain both internal, customer and supplier relationships;
- Customer focused;
- Confident;
- Sociable;
- A “Get the job done” approach.
- Ability to problem solve.

Qualifications

- Driving Licence - Desirable
- GCSE Grades at 4 or above in English and Maths, or equivalent– Essential
- Computer literate - Essential

In addition, the Project Engineering Co-ordinator must be prepared to undertake any reasonable requests made to meet the business needs of the company.