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| Job Title | Project Co-ordinator |
| Business Unit | Building and Real Estate |
| Location | Colchester |
| Purpose | To support our ambitious growth plans, we have a great opportunity to join our Building and Real Estate Division. SOCOTEC is the market-leading independent provider of Building Control, we pride ourselves on being the experts and leading authority on building controls within the industry.  We are looking for a Project Co-ordinator to join our newly established Building Compliance Consultancy concentrating on the Non-HRB  As a Project Co-ordinator, you will be an integral part of our team, assisting in ensuring that our projects comply with relevant building regulations, codes, and standards.  Based at our office in Ardleigh, Colchester you will work closely with our consultants to deliver exceptional service to our clients while upholding the highest standards of safety, quality, and sustainability.  This role offers a unique opportunity to work within a consultancy team specialising in the field of building regulations and compliance while working on a diverse range of projects across various sectors including, high and low rise offices, warehouse and logistics, schools and education, healthcare and high-end residential.  You will assist in the management and performance of the non HRB consultancy team, achieving targets in relation to sales targets and day to day running of the business and project delivery. |
| General  Responsibilities/Specific Duties: | **General:**   * Provide general support and assistance to the project consultants and team * Produce and provide fee proposals to clients upon request with the support of the consultant team * Assist with on boarding new clients to the service and Socotec * Responsibility for accepting new projects, adding projects to the database system * Coordination and allocation of projects to team members * Information and data gathering for new appointments in line with operation procedures * Assisting the consultant teams to deliver the consultancy service * Providing high level support to clients in relation to Building Regulations and compliance * Organising consultant workload and scheduling meetings and project activities * Leading the project document control and information gathering requirements throughout a project * Assisting with project finance management and invoicing * Create working relationships with the client base * Support in developing new business with new and existing clients where possible * Promoting the full range of services * Assisting with the training of new members of the team where required   **Business Development:**   * Active promotion of the business and the services that can be provided company wide * Identify new business opportunities * Client liaison new and existing customers * Attending client meetings   **Human Resources:**   * Maintain positive relationships with the team and clients * Continuing with professional development and training where required |
| Competencies | * Proficiency in Microsoft Word, Excel and other MS Office software * Strong organisational skills * Excellent communication and interpersonal skills * Document organisation and management |
| Desirable | * An understanding of the Building Regulations process * Experience of working closely within the construction environment (Architects, Principal Designer and Design and Build Contractors) * An overview of construction procurement routes including design and build * An understanding of the CDM regulations |
| Mandatory Training | * SOCOTEC Online Health & Safety Training modules - paid for by the company * SOCOTEC Online HR Policies Awareness modules - paid for by the company |