

EMPLOYEE SPECIFICATION – EXTERNAL PROJECT COORDINATOR

Attributes	Essential	Desirable
Experience	<p>In depth experience of working on site directly with customers</p> <p>Working jointly with customers to deliver their expectations</p> <p>Managing and coordinating multiple projects</p>	<p>After sales to generate future orders</p> <p>Business development</p>
Skills and abilities	<p>Ability to work on own initiative</p> <p>Require a 'hands-on' approach to site measures, resolving snags, commissioning completed projects and handover to client.</p> <p>Effective communication skills both over the telephone and face to face.</p> <p>Literacy skills in order to prepare documents and reports</p> <p>Numeracy skills in order to take measurements and do calculations</p> <p>Interpersonal skills to develop great working relationships with customers</p> <p>Team player</p> <p>Effective organisation skills</p> <p>Ability to work to prescribed timescales</p>	<p>Photography skills</p>

Knowledge	Demonstrate understanding of dimensions, room layouts, spatial awareness.	
Additional factors	<p>Valid full Driving Licence as a Company vehicle will be provided to drive to sites</p> <p>Ability to easily drive to our central Bradford HQ</p> <p>Happy to drive all over the UK and complete overnight and up to 2-3 day trips</p> <p>On occasions, will be required to assist the Installation Team on site.</p> <p>'To Follow' items will need to be installed/fitted during commissioning visits.</p>	