

Design Coordinator Opportunity

Who we are

Speedclad is a leading cladding and curtain walling facades contractor carrying out design, supply and installation packages for high profile clients. We operate from offices in Northallerton, Birmingham and Doncaster and work on a national basis on a range of projects across the public, leisure, education, retail, commercial, health and industrial sectors. Our contracts range from £100,000 to in excess of £5.5 million.

Speedclad is a forward-thinking and motivated company with an established reputation for innovation, professionalism and high levels of client care. We are an enthusiastic team, committed to maintaining excellent standards of quality, health, safety and sustainability, whilst offering our clients best value. At Speedclad we recognise the importance of promoting enjoyable employment and we value our staff and support their development.

The Opportunity

Following continual growth and ongoing success we are seeking a motivated and experienced Design Coordinator to play a key role in coordinating the construction specification and drawings, accumulating all required information to provide to site teams prior to construction. The successful candidate will be joining a dynamic business with a bright future at an exciting time in its development.

The responsibilities of the role include:

- Assessing tender information, specifications and drawings.
- Managing the formulation and control of the project drawings and drawing registers.
- Liaising with client design teams and attending design team meetings.
- Coordinating both internal and external design services.
- Overseeing and contributing toward project design and coordinating resources accordingly.
- Contributing toward the formulation of project procurement schedules and liaising with the Procurement Coordinator to ensure design information is provided to allow procurement to proceed to agreed timescales.
- Contributing to the set-up and maintenance of design control documents including Design Risk Assessments, Design Review Documents and Design Team Information Registers.
- Ensuring that materials schedules are produced to agreed timescales.
- Managing and/or collating information for engineer's calculations to be carried out.
- As required chasing client teams for any outstanding/ overdue information or comments.

What you will need

You will need to have as a minimum:

- Relevant experience and/or qualifications with AutoCAD.
- Understanding of BIM would be of benefit, though not necessary.

Facts & Figures

Full Time Permanent

Job Location:
Birmingham

Start Date:
ASAP

Salary: Competitive - dependent on experience, please enquire for more details

Benefits Include:
25 days' holidays,
Employee Assistance Programme,
Healthcare Cashback Scheme

Head Office
Thurston House
Thornfield Business Park
Standard Way, Northallerton
DL6 2XQ
Tel: 01609 768970

Divisional Office
Apex Office Space
1 Watervole Way
Balby, Doncaster
DN4 5JP
Tel: 01302 910380

Regional Office
3120 Park Square
Birmingham Business Park
Birmingham
B37 7YN
Tel: 0121 6679481



- Relevant experience and technical understanding in relation to rainscreen cladding and curtain walling facades.
- Experience with online document control portals such as 4Projects.
- Good computer skills; proficient in the use of Microsoft Office applications.

What we are looking for

- A self-motivated attitude and enthusiastic approach; the ability to work on your own initiative.
- A flexible approach to work.
- A team focus with the ability to interact with a wide variety of people at all levels.
- Confidence and excellent all-round communication skills to complement an organised approach.
- A professional manner and the commitment to maintain Speedclad's high standards of service and the delivery of a quality product.

How to apply

Please forward a cover letter and copy of your CV to:

By Email: applications@speedclad.co.uk

Should you be short-listed we will invite you to attend interview at our Regional Office in Birmingham on the Birmingham Business Park, near the NEC. If you have any questions regarding this opportunity please forward these to the above email, or contact our Head Office on 01609 768970.

NO AGENCIES PLEASE

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