

## Trainee Project 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 now looking for a Trainee Project Coordinator to join our team at our Divisional Office in Doncaster and work closely with our Construction Manager in providing essential support for live projects. **This position provides invaluable experience for any individual seeking a career in the construction industry; the successful candidate will have various disciplines open to develop in, with appropriate mentoring and training.**

Among other responsibilities you will be expected to:

- Support the Construction Manager by completing administrative tasks to support the day to day running of multiple projects.
- You would be responsible for creating, organising and updating the site packs, making sure that the information is correct and relevant.
- Managing drawings, uploading/downloading, making sure that the drawings are the most recent copy and they are organised and distributed accordingly.
- Support procurement with logistics and timely deliveries to site.
- Support the wider team, including the pre-construction department in the delivery of other components of the project.
- Provide a point of contact for Site Supervisors to assist with queries and obtain and provide information.
- Facilitate meetings, liaising with the Construction Manager to set agendas, lead organisation and logistics of meetings and providing minutes and any further admin when needed.

### What you will need

The preferred candidate will have the following, as a minimum:

- HNC/ HND or Degree in Construction Management/ Built Environment or similar relevant discipline. Undergraduates and individuals currently completing their qualification on a part time basis would be ideal as day release for studies can be accommodated.
- Good computer skills, proficient in the use of Microsoft Office applications.

### Facts & Figures

**Full Time Permanent**

**Job Location:**

Office: Doncaster

**Start Date:**

ASAP

**Starting Salary:**

Competitive – 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



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- Experience gained in industry would be of benefit.
- Basic understanding of, and ability to read, construction drawings.
- Full, clean UK driving license.

### What we are looking for

- A willingness and ambition to learn and develop in this role.
- 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](mailto:applications@speedclad.co.uk)

Should you be short-listed we will invite you to attend interview at our Divisional Office in Doncaster. If you have any questions regarding this position please forward these to the above email or contact our Head Office on 01609 768970.

### NO AGENCIES PLEASE

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