

IWIRELESS SOLUTIONS JOB DESCRIPTION

Job Title: Project Co-ordinator
Reporting to: Project Manager
Location: East Grinstead

ABOUT IWIRELESS SOLUTIONS LTD:

[iWireless Solutions](#) is a wireless systems integrator. That means we begin by studying, assessing and understanding our clients' business and technology KPIs, and then use our expertise to translate these requirements into a robust and future-proof wireless system. And we don't stand still. Our approach evolves and changes in line with industry, social and technology trends. That allows us to ensure we can offer services that are innovative, cost-effective and of superior quality.

We are a UK leading wireless solutions company focused on large scale bespoke solutions for a number of clients. We have extensive experience in designing and building multi-technology solutions within a variety of high-profile venues throughout the UK. Our expertise spans a wide range of [sectors](#) and technologies, making them suited to a variety of [projects](#) — from Wi-Fi in hotels to emergency services radio in outdoor environments, and from focused coverage in SMEs to high-capacity mobile coverage in stadiums.

Based in East Grinstead (approx. 8 miles from Gatwick Airport), we are looking for an enthusiastic, driven and hardworking candidate to join our expanding business and bring new skills and initiatives to an ever-evolving team of designers and project managers.

The industry is challenging, fast moving and constantly evolving with new technologies, so if you are looking to grow in the wireless communication industry with numerous opportunities to learn, develop and progress within a dynamic company then we would like to hear from you.

Key Objectives

The position of Project Co-ordinator will be responsible for supporting the Project department in general project duties, inclusive of Risk Assessment Method Statements (RAMS), maintaining project delivery trackers, producing handover packs and other associated documentation. The role will also require arranging access to sites, outage requests, and support projects from start to finish.

Key Responsibilities

- Assist project leads and managers on project mobilisation activities and preparation, including organising and attending site meeting, project costs, stakeholder engagement and handover
- Support and maintain department trackers, inclusive of project updates
- Collate and produce handover information and documentation for completed projects as well as tracking and reporting of documentation

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- Support the department with the completion and production of design and build documentation
- Support the department in the management of larger projects in other areas when required
- Liaise with team members and sub-contractors for site updates, progress reports and be the internal contact for maintenance updates/reports
- Assisting PM at build stage on site throughout the duration of the build
- Assist PM producing any relevant H&S documentation required
- Check and verify information returning from site visits and surveys to ensure records are up to date
- Check and verify handover information received from the sub-contractor
- Support tracking project costs inclusive of requesting quotes, production of POs and Variations
- Supporting PM throughout the build with costing, including Variations and Final Accounts

Skills, Knowledge and Abilities

- Good communication at all levels
- Excellent time management and organisational skills
- High degree of accuracy
- Good working knowledge of Microsoft applications (Excel/Word/Powerpoint)
- Responsible for acting professionally and maintaining professional relationships
- Ability to work well as part of a team and to work on own initiative
- Ability to adhere to health and safety requirements and confidentiality
- Able to manage change and act appropriately
- Self-motivated, flexible and adaptable
- Good numerical skills with the ability to interpret data
- Active interest in technology and telecommunications

(The above list of responsibilities is not exhaustive, and the job holder may be required to do other duties from time to time for which they are reasonably qualified.)

Join Us

iWireless Solutions Ltd values its employees and their professional development. As a member of the team you will receive regular reviews covering your development areas and training requirements to progress you through the company and reach your potential. This also gives our employees the opportunity to communicate ideas, thoughts and initiatives for improving their own performance and that of the company.

In addition to submitting your CV to join_us@iwireless-solutions.com, please provide a covering letter introducing yourself and detailing your experience. Please include information on your achievements and how this will be of benefit to iWireless Solutions, why you would like to join us, what you believe you can bring to the company and your career aspirations.

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