

## Job description

**Job Title: Project Coordinator**

**Location: Office based, Regional**

**Department: Delivery**

**Position Reports To: Programme Manager**

**Salary: Up to £30,000 per annum**

### Company Overview

Gigaclear is a high growth company delivering fibre-optic broadband to underserved rural communities in England. Started in 2010, the company is expanding rapidly across England. With head offices based in Abingdon, Oxfordshire and a significant proportion of staff based in the field Gigaclear currently has over 280 employees and is pursuing ambitious growth plans.

### Purpose of the job

Gigaclear pride ourselves on providing a first-class service. The team are highly motivated, supportive of others, friendly with the ability to deal with conflict to ensure our build programmes continue.

The Project Coordinator will report to the Programme Manager and work directly with the Regional Delivery Team. The aim of the role is to assist the Delivery Team with the upkeep of project systems, ensuring consistent standards and approach to project delivery, operational reporting and provision of information to and from other departments.

### Key Accountability & Responsibilities

- Raise Purchase Order requisitions, Invoice and Month end reconciliation to support application for payment cycle
- Co-ordinate the call off cabinet process
- Support Project Managers in keeping track against baseline delivery plans.
- Updating work order system (SalesForce) with completion of work orders.
- Updating contract management system (CEMAR) as required
- Collation of contractual BDUK milestone reports on a monthly and quarterly basis
- Processing statutory requests to in-house team.
- Processing CDM H&S documentation.
- Ensuring project documentation site (Sharepoint) is maintained.
- Collating required information for weekly and ad-hoc reporting.
- Support internal departments with queries on build programmes.
- Have a basic working knowledge of the other roles within the regional team and assist when necessary in supporting others in the delivery of the team objectives.
- Support raising project change requests.
- Attending weekly project reviews and contributing to actions points.
- Attending a variety of meetings to support and take minutes, following up actions and reporting back to key stakeholders.

- The ability to understand interpret and communicate project activities and provide status updates to stakeholders.
- Be the key link within the regional office back to Head Office departments, such as facilities & health & safety

## **Knowledge & Skills**

- Previous experience working as a Project Coordinator within a Telecoms Network Infrastructure company is desirable.
- Project milestone tracking and reporting.
- Understanding of Project Processes and Project Flow.
- Good organisational skills with a methodical approach to work.
- Excellent written, verbal and numerical skills.
- Document control and data entry experience.
- Must be proficient in using various Microsoft Office Tools including Excel, Word, Powerpoint, Sharepoint and Outlook.

## **Qualifications & Accreditations**

Ideally three years or more experience as a Project Coordinator or similar role or proven experience in an office-based role.

## **Our Values**

**Find a way** - we will work together to deliver market-leading solutions and provide customer service excellence to our communities

**Do the right thing** - we always base our decisions on what we believe is fair, considerate and in the best interest of our customers and our colleagues

**Be committed** - we are all accountable for our actions and work relentlessly with our many customers to deliver on our promises

**Keep it simple** - we take potentially complex and confusing information and we make it easy for everyone to understand

*This job description is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to the duties which may be varied (after discussion), subject to the needs of the business and in keeping with the general profile of the role.*

*Gigaclear is not currently engaging with any external recruitment agencies or suppliers for this role. Gigaclear has a preferred supplier list of Agencies / Suppliers with whom T&Cs have been agreed and Gigaclear will only accept CVs from these suppliers for roles we have formally requested they work – this request will come from a member of the HR team. Any speculative CVs submitted without this request will be deemed property of Gigaclear and may be engaged with directly without Gigaclear being liable for any “introduction fee”.*