

## PROJECT COORDINATOR

We have an exciting opportunity for a motivated Project Coordinator to join our team in Kirrawee. In this role, you will work closely with our Project Managers and Estimator, playing a key role in ensuring the efficient and timely delivery of our projects. You will be involved in all aspects of glazing, with a primary focus on Aluminium & Glazing Projects.

### Key Responsibilities:

- Coordinate and manage all phases of projects from initiation to completion.
- Liaise with Management, internal teams and subcontractors to ensure projects are completed on time and within budget
- Maintain clear and proactive communication with clients, providing regular updates on project progress
- Schedule and organise resources, materials and subcontractors to meet project timelines
- Quickly address and resolve any issues that may arise, ensuring minimal disruption to project delivery.

### Qualifications:

- Previous experience in project coordination, ideally within the glazing or construction industry
- Exceptional computer skills with strong attention to detail
- Strong organisational and time management abilities
- Excellent communication and interpersonal skills
- Proactive attitude with a readiness to take on new challenges and responsibilities
- Flexibility to assist with other administrative tasks as needed

### Why Join Us?

- Join an award-winning team renowned for excellence in the glazing industry.
- Enjoy a supportive environment with opportunities for professional growth.
- Negotiable salary package based on experience

If you are a proactive and detail-orientated professional eager to contribute to our team's success, we encourage you to apply today.