



PROJECT COORDINATOR – (Job Reference No: GMD0623)

Gordon Murray Design is a world-leading automotive design company; we have gained a global reputation as a pioneer of lightweight and efficient vehicles, taking a highly innovative approach to all aspects of vehicle design, development and production.

We currently have an exciting opportunity for a **Project Coordinator** to join our Design, Development and Engineering Centre based in Shalford, Surrey.

Responsibilities:

As the Project Coordinator you will be responsible for assisting and coordinating all required tasks undertaken within the Project Management team including; programme control (ERP/PLM environment), project planning, progress chasing etc.

Responsibilities:

- ‘Super User’ for the introduction of the company’s newly introduced PLM and ERP systems
- Extract key programme information from the above systems to support the PM’s in decision making activities and risk assessments
- Support to the PM’s in day-to-day activities
- Progress chase Open Issues to ensure progress is in line with the plan
- Schedule meetings to review key project activities
- Liaison with other functions to ensure on time delivery of pre-defined deliverables
- Highlighting of risks and issues which impact project timings, budget or quality
- Managing the administration of specific tasks across all projects
- Summarise project status for review by the PM’s at Milestone Reviews
- Support the PM at major project reviews/milestones and progress chase actions arising
- Monitor and track programme variations e.g. change to scope, cost, timing etc.

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Experience and Qualifications:

- Excellent communication skills (written, verbal and presentation)
- Proficient with MS Office365, Teams, PowerPoint, Excel and Word
- Professional and comfortable with discussions with all levels of the business
- Understanding the importance of stakeholder management
- Experience of end-to-end projects (in a coordinator / support capacity)
- Able to demonstrate organisation skills and ability to work well under pressure
- Naturally proactive and able to support the PM's in driving projects forward
- Excellent inter-personal skills; able to influence, persuade and negotiate with all levels
- Ability to cope under pressure and ensure deadlines are met
- Strong attention to detail and excellent organisational skills
- Personable and willing to accept additional responsibility
- Highly results orientated; strong drive to deliver
- Engineering degree or equivalent experience
- Relevant amount of industry experience in an automotive or related discipline
- PLM/ERP experience i.e. SAP, IFS etc
- Experience of working in an SME environment
- Experience in organisational change and implementation of KPIs
- Confident and highly motivated
- Excellent written & oral communication skills



To Apply:

Please send an up-to-date CV, including details of your current salary and quoting Job Reference Number **GMD0623** to: hr@gordonmurraydesign.com