



Job Description

Job Title: Technical Projects Co-ordinator

Role: Permanent

Based: Haddenham, Bucks

TTL are a manufacturing technology company, established in 1987, and with expertise and a track record at the forefront of CNC machining and complex software based manufacturing solutions. Our customer base spans several important high technology industry sectors including for example Aerospace, Power Generation, Oil & Gas, Motorsport and Medical applications with an established base of UK & international clients.

We are now looking to augment our projects support and management team with a bright and dynamic individual with a willingness to learn and develop their career.

Key Responsibilities:

- » Responsibility of overall delivery of your assigned projects
- » Preparing project plans and scheduling all project duration
- » Chairing project meetings and regular production meetings and documenting the same
- » Populating and maintaining project management software tools as used by the company
- » Liaising with customers to ensure all required information is available to the project team
- » Preparing and submitting monthly reports to the Projects Manager
- » Writing technical reports and presentations
- » Analysing project progress and solving problems
- » Creating end of project reports and monitoring all costs
- » Ensuring all purchasing is done to the correct timeline

Skills, Qualifications & Experience:

- » Good Engineering Degree (Manufacturing Engineering ideal)
- » Logical reasoning skills and problem solving
- » Computers and networks with relevant IT skills including Microsoft Office, Microsoft Projects etc.
- » Experience of planning and scheduling with the ability to read and work from drawings and CAD models
- » You will be working on a number of different projects so it is essential that you are used to managing several projects at a time
- » Demonstrate that you can work effectively, flexibly and willingly under supervision, and be a self-starter
- » Excellent communication skills in spoken and written form with an aptitude to interface in a friendly, confident manner with both customers and other team members at all levels



To apply please email a copy of your detailed CV, together with current salary to:

Rob Pope - Managing Director

enquiries@ttl-3d.co.uk

All applications will be dealt with in strict confidence.