



## **Job Description**

<b>Job Title:</b>	<b>Project Co-ordinator</b>
<b>Role:</b>	Full Time (39 hours Monday to Friday with flexibility offered)
<b>Salary:</b>	Up to £32,000 per year depending on experience
<b>Benefits:</b>	27 days annual holiday plus public holidays Company Pension Private medical insurance Bonus scheme Free on-site parking Cycle to work scheme Relocation assistance
<b>Based:</b>	Haddenham, Bucks (remote or hybrid working options available)

TTL are a manufacturing technology company at the forefront of CNC machining and complex software based manufacturing solutions. Our customers span Aerospace, Power Generation, Oil & Gas, Motorsport and Medical applications based in the UK & internationally.

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

### **Responsibilities:**

- Responsibility of overall delivery of Manufacturing Engineering and CAD CAM software development 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



**Successful candidates will have:**

- Good Engineering Degree (Manufacturing Engineering ideal)
- Logical reasoning skills and problem solving
- Experience of computers and networks with relevant IT skills including Microsoft Office, Microsoft Project 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
- A valid UK or EU passport, or a valid UK visa and be eligible to reside in the UK on a permanent basis

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

Rob Pope - Managing Director  
TTL  
Units 1a & 1b Haddenham Business Park  
Pegasus Way  
Haddenham  
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Bucks HP19 8LJ

Tel: 01844 296650  
Email: [jobs@ttl-3d.co.uk](mailto:jobs@ttl-3d.co.uk)  
Website: [www.ttl-solutions.com](http://www.ttl-solutions.com)

All applications will be dealt with in strict confidence