



Job Description

Job Title:	Project Co-ordinator
Role:	Full Time (39 hours Monday to Friday with flexibility offered)
Salary:	circa £35,000 per year depending on experience
Benefits:	27 days annual holiday plus public holidays Company Pension Private medical insurance Bonus scheme Free on-site parking Cycle to work scheme Relocation assistance
Based:	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
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Haddenham
Aylesbury
Bucks HP19 8LJ

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Website: www.ttl-solutions.com

All applications will be dealt with in strict confidence