



## **Operations Coordinator**

Applied Power Engineering is a leading specialist in power generation solutions. We are currently looking for an Operations Coordinator to work with our project managers and installations team. Your job will be to ensure that installation projects run smoothly by providing information and liaising between office and site staff.

Your responsibilities will include:

- Keeping the planning schedule up to date and informing team members of any changes
- Making sure necessary information is provided to site team in advance of job commencing
- Liaising with site teams to deal with any material or equipment shortages to minimize delays
- Working with office and site teams to identify and troubleshoot any problems
- Arranging travel and accommodation
- Acting as primary coordinator between site and office staff

To be successful you will be used to working in a fast-paced environment where priorities are constantly changing. You will need to be adaptable, assertive and energetic. In addition, you will need the following skills and experience:

- Experience of managing changing priorities
- Excellent organisational skills
- Good communicator at all levels
- Able to build strong working relationships with colleagues
- Customer focused
- Able to work on own initiative and take ownership of situations
- Competent user of Microsoft Office software

A competitive salary package is available for the right candidate, together with opportunities for training and development.