




PROJECT SUPPORT CO-ORDINATOR

-  Ormskirk, West Lancashire
-  £30,000 Per Annum + Benefits
-  Minimum GCSE Maths & English, IT literate



www.NSG.com

www.Pilkington.com/Careers

[View our office](#)



WHO ARE WE?

The NSG Group is a global leader in glass manufacturing in three business areas: Architectural, Automotive and Technical Glass.

Our mission is to be the global leader in innovative high-performance glass and glazing solutions, working safely and ethically.

THE ROLE

Architectural Engineering provides a total project engineering service for capital projects on behalf of NSG Group and client companies worldwide. This service covers all aspects of the project from feasibility studies, through specification, design and procurement to installation and commissioning. Capital projects can vary between the total build of a new factory installation on a Greenfield site to the major overhaul of an existing plant.

A vacancy has arisen for a Project Support Coordinator in Architectural Engineering reporting to the Project Development Manager. As part of a welcoming and inclusive team you will:

- Support the Project Development team to set up projects in Teams, SharePoint, SAP PS, eCat, Resource applications (eg Gantt), Expenses system (Concur)
- Support the development of estimates, project deliverables, project plans
- Support project managers with cost control, reporting, document control, coordination of design and other project activities
- Prepare training presentations and handouts, guidance documents or help cards, as well as delivering certain training sessions and refreshers
- Manage the timesheet module

The role will be based at Lathom, however, short overseas trips to existing sites may be required.

WHAT ARE WE LOOKING FOR?

You and Your Technical Skills

- Experience of Office 365 package
- Exceptional interpersonal and team-working skills with a natural enthusiasm
- Ability to work hard, be innovative and find solutions
- Driven individual with a continual desire to improve the performance of themselves and the team

Benefits

- 25 days holiday plus bank holidays
- 37½ hours per week, Monday -Friday
- Flexible Working
- Group Personal Pension Plan
- Holiday Salary Exchange scheme
- Management Bonus scheme
- On site car parking & canteen
- On site fitness activities and events

A full UK driving licence and car ownership would be an advantage due to limited public transport to the site.

If you believe you can take on the challenge, we very much want to hear from you. To apply please send your CV and covering letter to RecruitmentVacanciesUK@pl.nsg.com and quote reference **PTML P22-08**.

