Office and Project Coordinator.

# WHY WORK FOR US?

We pride ourselves on being one of the largest, privately owned construction companies on the South Coast.

Here at Brymor we see people as our best asset and that is why we are committed to valuing our staff through recognition and reward.

Recruiting and retaining the right people is paramount to fitting in with our family ethos and to supporting people to becoming the best they can be. So whether you are an apprentice at the start of your career, or you are a more experienced individual, we believe we can assist by providing you with the tools to develop your career with us.

Brymor offer a competitive salary and benefits, which includes a generous pension scheme, private healthcare, death in service, annual leave, loyalty scheme and many more.

# WHAT IS THE ROLE?

We are currently looking for an experienced Office and Project Coordinator at Brymor head office in Denmead. Reporting to the Resource and Development Manager.

# KEY RESPONSIBILITIES INCLUDE:

* Managing of defect inbox, including distribution of defects prioritising as necessary
* Ensuring all details are logged and updated on relevant defect spreadsheet.
* Organising appropriate subcontractor to rectify defect in liaison with the Aftercare Team.
* Ensuring correct procedure has been applied and defect rectified within specified time.
* Manage the printers, drawing machines and associated stationary this includes filling up copiers when empty as and when necessary.
* Maintain and update job files electronically as required, in line with the Quality procedures.
* Support the sites in preparation of the Operation and Maintenance (O & M) manuals. Instigate site visits throughout the duration of the project, prior to starting and completing the O&M, in order to exchange expectations and build rapport with site team.
* Liaise with the suppliers and subcontractors to ensure we have the correct maintenance and operational instructions, manufacturer’s literature, drawings Conformity Certification and/or Warranty documentation.
* Ensure electronic and hard copy O & M manuals are prepared, issued and filed in line with the Brymor procedure and client requirements.
* Keep up to date with the drawing process, in order to provide cover when necessary.
* Coordinate the archiving for the project files, drawings and other documentation as required in line with quality procedures.
* Support the Administration team in the efficient delivery of the administration requirements
* Cover reception for lunch, holiday and sickness cover as required.
* Answer, screen and forward phone calls, showing diligence in fielding calls effectively.

A good working knowledge of Microsoft Office is essential.

Experience working in the Construction industry is desirable.

**If you would like to apply for this position please send an up-to-date CV and covering letter (optional) to** [recruitment@brymor.co.uk](mailto:recruitment@brymor.co.uk) **Applicants must have a Right to Work in the UK.**