

Project Co-ordinator

This full-time role is based in Abingdon, Oxfordshire.

Reporting to the Project Manager, this person will be responsible for the coordination and delivery of the lighting requirements for our clients' projects, working closely with the Sales and Design teams, delivering single site projects, as well as multi-site rollouts across multiple sectors, in the UK & EMEA.

LPA has been in the lighting industry with 30 years' experience in all industry sectors. We have delivered lighting solutions for retail, commercial, education, healthcare, industrial, exterior lighting, and residential sectors. With 10 international offices, we are able supply and offer expertise on projects globally.

This exciting opportunity will suit a proactive and organised team player, comfortable working both internally with colleagues, but also externally with clients and suppliers, across Europe, Middle East & Africa.

The candidate will be able to take an approved concept from quotation to delivery, and everything in between.

Your key duties will include a wide range of tasks including but not limited to:

- Handling a complete portfolio of clients, becoming the first point of contact for this client group across the UK and EMEA region
- Manage major projects from Sales & Design handover
- Support the Sales team in relation to client interactions, quotations, stock information etc
- Manage the process flow of opportunities through the design, quotation and delivery phases ensuring all documents are submitted on time
- Manage stock levels and product procurement to ensure orders can be met on time
- Handle all freight forwarding and customs documentation requirements for goods, both inbound and outbound in a cost-effective manner
- Ensure all client records are fully up-to-date and maintained in Netsuite at all times
- Ensure Client specifications are kept up to date
- Attend site/client meetings as required

Main Person Requirements;

- Fluent in English,
- Experience in a project or sales coordination role, ability to manage several projects simultaneously
- Experience in the movement of goods both within UK and internationally
- Good time management
- Good communication skills both written and verbal
- Good attention to detail
- Good level of initiative

Nice to Haves:

- Knowledge of customs/banking documentation/procedures for international movement of goods
- Knowledge of the LPA business system, Net Suite (Oracle)
- Knowledge of Lighting technology
- Knowledge of AutoCAD & Dialux packages
- 2nd language

Location: Abingdon

Benefits: Private health care

25 days holiday + bank holidays

Pension Scheme

If you are looking for a great opportunity to join a growing team and you are interested in hearing more about this role, please contact John Storey or Ross Halliday on +44 (0) 1865 952300.

JS 30.06.2021