



PROJECT COORDINATOR (MAIDSTONE)

Vacancy: Project Coordinator

Location: Maidstone

About Us:

Glenfield Invicta provide end-to-end project solutions, from initial survey and design to commissioning and long-term asset management. They are part of the AVK Group, a global leader in high-quality valves and hydrants for water, wastewater, gas, and fire protection. As part of our rapid growth, we are recruiting for a Lead Site Technician covering the Northwest of the UK.

About the Role:

Glenfield Invicta is seeking a proactive and detail-oriented Project Coordinator you will coordinate and proactively support the delivery of site service projects by efficiently scheduling Site Technicians and helping Project Managers ensure all logistical, operational, and compliance requirements are in place ahead of works commencing.

Key responsibilities include, but are not limited to:

- Fully utilise the Big Change scheduling software, regularly and actively keeping up to date with and seeking software improvements and implementing as necessary.
- Review customer emails, acknowledge receipt, and discuss with the appropriate Project Manager if they require support.
- Provide training and support to all Big Change users.
- Proactively engage with the wider Site Service Delivery team to identify periods of under/over utilisation of labour in both the short and medium term.
- Identify and report and discrepancies in paperwork completion by site technicians to Project Manager

About You:

- A proactive and dependable team player who can be relied upon to ensure everything is prepared for site service works
- Able to think ahead and anticipate project needs
- Confident in offering support to the Project Manager and wider team
- A clear and effective communicator with strong interpersonal skills

What We Offer:

- An important role within a successful and growing business, with clear prospects for career progression
- A culture of promoting personal development, with ample opportunity for training and earning qualifications
- Incentive scheme
- Employee Assistance Programme (Welfare and Wellbeing)
- 33 days holiday (including statutory Public Holidays)
- Life Assurance plan (x3)

What We Offer:

- Company pension plan
- Discounts and cashback across many high-street and online retailers (Supermarkets, Entertainment, Fashion, - Days Out, Technology, Home, and Travel)

WORKING HOURS:

- 38 hours per week

We know that our people make the difference in the AVK Group, and we are looking for skilled, passionate, and driven professionals to work with our inspirational leaders; to promote our culture, enable change and champion a lean environment.

APPLY NOW - Please send your up-to-date CV to careers@avkuk.co.uk

