

## **Project Coordinator/Tenant Liaison Officer - Jersey**

Amalgamated Facilities Management Ltd is currently recruiting for a **Project Coordinator** on a fixed term contract linked to completion of a specific project.

The Project Coordinator will be responsible for all day to day scheduling of works, motivation of the site team members and procurement requirements to ensure that materials arrive on site when needed.

A good understanding and maintaining of project documentation including spreadsheets and reports to the Project Manager showing cost control and progress, which is critical to the successful delivery of the sprinkler installation and building works project within a residential environment.

### **Minimum requirements:**

- IOSH, CITB qualified or equivalent
- Proven ability to coordinate, schedule and track work tasks on a daily basis
- Excellent communication skills and able to work within a challenging environment
- Proven ability in working with vulnerable/disabled persons and children, completed training would be desirable
- Computer literate

### **Additional info for this role:**

- This is a full time position (Monday – Friday 08:00 – 16:30)
- Successful completion of pre-employment screening, to include a basic police disclosure, is mandatory due to the nature and sensitivity of our working environments

If you would like to find out more information about this role, please contact our Human Resources team on 01534 877688 or forward your CV to: *Human Resources, Amalgamated Facilities Management Ltd, CTV House, La Pouquelaye, St Helier, Jersey, JE2 3TP* or by email to: ***hr@amalgamatedfm.com***