

Position Description			
Position Title	Project Coordinator – Field Services	Group	Operations & Delivery
Function		Department	Delivery
Cost Centre	SM	No. of Direct Reports / Total Reports	N/A
Position Reports to	Delivery Manager		

Primary Accountability
<p>The Project Coordinator works closely with the Field Services Operations teams to ensure successful delivery of all large-scale Field Service projects:</p> <ul style="list-style-type: none"> Effectively coordinate all large-scale Field Service projects/workstreams up to \$2m value and across 19 different sites, ensuring they are appropriately resourced with the right materials-escalating scheduling conflicts as required Provide administrative support in setting up and managing all SAP functions eg Financials, Purchasing, end of Month, end of Financial year requirements, material orders Provide support in preparation of SOWs, ensuring there is the capability and capacity to meet customer needs Prepare high quality progress and financial reporting and communications- both internally and for customers. Includes weekly customer updates and monthly reporting <p>Also works closely with Delivery team members, managers and supports delivery of major organisational projects efficiently.</p>

Areas of Accountability/Key Responsibilities
<ul style="list-style-type: none"> Monitor project plans, project schedules, work hours, budgets and expenditures Ensure materials are ordered to allow smooth completion of the project when required by the wider team Providing administrative support. Progress tracking of jobs ensuring an accurate current view is maintained and consistent delivery on time and to budget (within their span of control) Ensure information in our systems is accurate for customer billing, goods invoicing and time sheeting Maximise potential for learning through facilitating lessons learnt sessions for agreed projects, and ensure these are reported upon/shared/retained in a central database Ensure process documentation is maintained and actively identify opportunities to improve process for our customers and people Ensure projects adhere to frameworks and all documentation is maintained appropriately Ensure centralised resource plan is always up to date and accurate, facilitating resourcing meetings Actively contribute to the Project community, leading improvements and assisting with on-going development of Project Delivery Framework

Qualifications/Industry Certifications

Essential	Desirable
<ul style="list-style-type: none"> ■ 	<ul style="list-style-type: none"> ■ Relevant Bachelor Degree

Professional Experience
 Professional work experience and skills relevant to the position

- At least 3 years relevant project coordination experience (ideally in a Field Services environment)
- Skilled in SAP (Business) by Design or similar financial system
- Experienced in MS Office applications (Office 365, Outlook, Word, Excel, MS Project)
- Experience working within a presale’s environment, to tight deadlines
- Excellent verbal and written communication skills, and
- Results focused with the ability to prioritise and manage multiple tasks with excellent attention of detail

Key Relationships, Purpose and Frequency

Internal	External
<ul style="list-style-type: none"> ■ Sales and Solutions ■ Field Services Business Development team ■ Field Services ■ ■ Finance & Commercial team 	<ul style="list-style-type: none"> ■ Customers, Partners, Suppliers and Vendors

Work Health & Safety Obligations

Your health, safety and wellbeing is important to us at NEC. It is therefore critical that all employees take responsibility for the health, safety and wellbeing of themselves and others. To ensure a zero-harm approach and the well-being of all our people, you must comply with our policies and frameworks and ensure your own health, safety and wellbeing while at work and that your actions or inactions do not harm others.

Our Vision

Enabling secure identity and communication in a fast-moving world where every experience is connected.

Our Intention and Values	
Diversify and grow customers, our people, and our capability and revenue streams.	
<ul style="list-style-type: none">■ Innovation■ Customer Centric■ Courage	<ul style="list-style-type: none">■ Collaboration■ Excellence

NEC Group Core Values-The way we work	
The following core values are central to the organisations culture, attitudes and behaviour and it is expected that each employee will actively demonstrate their commitment to these values.	
<ul style="list-style-type: none">■ Look Outward. See the Future■ Think Simply. Display Clear Strategy■ Be Passionate. Follow through to the End	<ul style="list-style-type: none">■ Move Fast. Never Miss an Opportunity■ Encourage Openness. Stimulate the Growth of All.