

Project Coordinator

Department Overview: Service & Maintenance

Service and maintenance solutions include preventative and corrective maintenance, statutory inspections, and foundation upkeep. Focused on maximising turbine reliability and efficiency, ensuring compliance, minimising unplanned downtime, and extending asset lifespan through tailored maintenance strategies, expert troubleshooting, and specialised services.

Role overview

1. The Project Coordinator supports Project Managers (PMs) in managing the day-to-day administration and coordination of technicians, ensuring project activities are executed effectively. The role involves handling logistical and administrative tasks, including provisioning parts, materials, and tools, while supporting project representatives with scheduling, budgets, HSEQ standards, and customer requirements.

Principal accountabilities

Technician Coordination and Documentation:

- Collaborate with the PM and the Central Planning Function (CPF) to manage manpower mobilisation.
- Ensure technicians' qualifications, certifications, and training are up-to-date and recorded; coordinate recertification needs with Training.
- Ensure timely and accurate approval of hours, sickness, and holiday data submitted by technicians in 365tid.
- Maintain regular communication with technicians regarding assignments and project expectations.

Administrative and Logistical Support:

- Order PPE and workwear, ensuring accurate cost allocation to projects.
- Book travel and accommodation for assigned project teams.
- Plan and document workload details, including port operations and service documentation requirements.

Project Planning:

- Assist the PM in planning site activities, tracking changes in project scope and status, and updating relevant records.
- Develop and update technician rotation plans and ensure alignment with key contractual deliverables.
- Maintain and update relevant project data in the project management system (NOVA).

Stakeholder Management:

- Communicate with clients on progress, deviations and deliverables as contractually defined in collaboration with the PM.
- Update relevant stakeholders during project execution regarding changes to schedules, scope, or priorities

Qualifications and Experience

- Relevant qualification, preferably within a project management or service coordination background
- Experience with coordinating manpower, preferably from the wind industry or perhaps from the building and construction industry
- Proficiency in MS Office package and general IT/ERP systems
- Fluent in English

Key competencies

- Structured and systematic approach to managing tasks with attention to detail and the ability to maintain an overview
- Proactive priorities and manages multiple tasks simultaneously
- Delivers high quality service and maintains focus on customer needs
- Flexible, adaptable to changes, and remain calm in stressful situations
- Builds and sustains positive relationships with internal and external stakeholders, including technicians and clients
- Works efficiently in a team environment
- Strong understanding of project management, cost implications, and resource allocation.

HSE Responsibilities

- Stop work by challenging and stopping unsafe acts and behaviours or unsafe conditions.
- Comply with Standard Operating Procedures defined in Responsibilities above, and company STOP WORK system.

All applicants are welcome to apply regardless of age, disability, gender, marital status, race, nationality, or ethnic origin, religion, or sexual orientation.