



AEROMOBIL

JOB DESCRIPTION

Project Coordinator

REPORTING TO: HEAD OF PROGRAMME MANAGEMENT

Job Purpose

Provide assistance to the Head of Programme Management and wider project team, supporting project planning, monitoring, reporting, and delivery of all programme requirements. Act as controller and communicator of programme documentation, supporting implementation of Programme Management Policy, Process and best practice within the organisation.

Primary Duties and Responsibilities

The Project Co-ordinator performs a wide range of duties to support the Head of Programme Management and wider team to enable achievement of programme schedule, optimised levels of quality, cost and delivery performance, they include:

- Creation and maintenance of all required Programme Documents including:
 - Project Initiation Letters, Product Development Letters & Project Policy Letters.
 - The specification book (coordinating input from the business).
 - Project Plans/Schedules.
 - The gateway review process and the master timing plan.
 - The project administration and configuration documents.
- Supporting the administration of the Milestone and Gateway processes.
- Collating and reporting on overall project cost status associated to material, development and investment expenditures.
- Preparing the overall program timing status of the project for regular project meetings with executive board and management team.
- Supporting internal and external meetings as required.
- Assisting in the collation and control of meeting documents where necessary.
- Support the preparation and issuing of project update documentation in support of current and future grant funding activities.

- Generating, monitoring and reporting project status/KPI's.
- Ensuring effective management and control of project records.
- Keeping all members of the team up-to-date with current programme information.
- Managing the Project Risk Register and drive the Risk Management process.
- Ensure standards and requirements are met through completion of assurance audits.

Qualifications

Education

- Candidates should possess a Diploma/degree or equivalent in a relevant programme management/engineering subject.
- PRINCE2.
- Risk Management Planning.
- Member of a recognised professional body such Association for Project Management (APM) is an advantage.

Experience

- A minimum of 5+ years' experience in a Project Co-ordination role within automotive or aerospace industries.
- Proven capability within a complex global product delivery programme/new product introduction environment, having demonstrated completion of a full project lifecycle through to successful product launch.
- Working knowledge and experience of operating in organisations managed under the requirements of regulatory standards including ISO9001, AS/EN9100, EASA Part 21(G)/145, or TS16949.

Knowledge, skills and abilities

- Effective interpersonal and communication skills.
- The ability to command respect and to create a sense of community amongst the members of the project teams.
- Good knowledge of techniques for planning, monitoring and controlling programmes.
- Good knowledge of programme and project management methods (e.g. PRINCE2, RMP).
- Sufficient experience and credibility to coach/advise project teams on their projects in relation to the programme.
- The ability to find ways of solving or pre-empting problems.

Proficiency in the use of computer programs for

- Familiarity with PLM, ERP, Microsoft office tools, email & internet.

Personal characteristics

The Project Co-ordinator should demonstrate the following attributes:

- Ability to operate independently, having a high level of self-motivation, initiative, and determination to see a task through to completion.
- Strength of character to remain resilient under pressure and work proactively to resolve issues.
- A desire and an ability to learn.
- Well-organized and methodical, with a good attention to detail.
- Commitment to delivering a task on time, to a high level of quality, accounting for the needs of colleagues and partners.
- Confidence to represent the department/company in internal and external meetings.
- Establishing and maintaining positive working relationships with others both internally and externally, working cooperatively and effectively with others.
- Being flexible and adaptable – willing to perform a variety of activities governed by the changing priorities of the business.
- Operating with integrity and behaving ethically.

Working Conditions

The Project Co-ordinator shall:

- Work primarily in office and operations facility environments.
- Work a standard working week, but some flexibility in working hours will be expected.
- Be prepared to take up a permanent full-time work in the AeroMobil HQ in Bratislava.
- Be expected to travel domestically/internationally as required by the demands of the role.

Other Information

- Compensation package: negotiable depending on candidate skills and knowledge.