

Project Coordinator

At Price & Myers, the Project Co-ordinator role is essential in providing project-related support within our engineering groups. This allows the technical staff to focus on the engineering, enabling our projects to run smoothly. The Project Co-ordinators sit with their engineering groups and are involved in all aspects of the administration of the group's projects. They are crucial to maintaining Quality Assurance standards in the studio.

Key Tasks

Project Coordination

- To receive, file and issue all drawings on all large projects – both by use of the internal server systems, but also using the file management system and external extranet sites – 4Projects, Aconex, Dropbox etc.
- To work closely with the CAD team regarding issuing of drawings and implementing agreed BIM protocol and naming conventions.
- Attend external meetings and workshops organised by other organisations in respect of the specific extranet site proposed for a project.
- To carry out Desk Studies on projects and research on buildings & sites – e.g. by visiting the Metropolitan Archive.

Project Administration

- Open new jobs and close completed jobs.
- When projects are completed, collect the required information for the 'Final Construction Issue' folder.
- To assist Partners and Associates in the preparation of project fee schedules.
- Attend Monday programming meeting and maintain project and drafting deadline information for the groups.
- To monitor the groups' invoicing schedules, keeping them up to date and making any necessary changes.
- To ensure that project fee information is up to date – including confirmed client details, updated project costs and fees.
- To manage the paper filing, if any, for projects.
- Manage the archiving of any paper information and organise the digital folders in preparation for archiving.

General

- To manage the group project QA process.
- To assist with scanning, printing, filing, editing of drawings, documents etc. as required.
- To prepare letters, reports and specifications, presentations.
- Provide administrative support as necessary to the groups - responding to letters; assisting with fee letters and proposals; arranging internal meetings, especially monthly group meetings.

- Taking Minutes at the monthly group meetings.
- Booking travel for site visits.
- To meet with the Practice Manager and the other Project Co-ordinators to discuss upcoming workload and manage cover over holiday periods and other busy times.

Other

- Collate data and images for Publicity project sheets. Update CVs etc.
- To liaise with the Technical Co-ordinator on issues relating to technical support systems.
- To suggest changes to the office systems to make them more efficient and robust.
- Produce Welcome Packs for your group's new starters.
- Brief new starters on the project administration systems.
- To assist Project Co-ordinators in other groups to meet deadlines as and when required.

Note – the hours for this role may occasionally be dependent on drawing issue deadlines, and some late working may be needed to ensure that information is issued on agreed dates. A degree of flexibility in working hours will be needed.