

## Job Description

<b>Job title:</b>	<b>Project Coordinator</b>
<b>Hours of work:</b>	42 hours per week (8am-5pm)
<b>Location:</b>	Devon Yard, office based (Buckfastleigh)
<b>Contract type:</b>	Permanent
<b>Reporting to:</b>	Operations Manager

### Remuneration and benefits:

<b>Rate of pay:</b>	£35k - £40k per annum DOE
<b>Annual leave:</b>	20 days holiday p/a plus bank holidays.
<b>Why work for us?</b>	<ul style="list-style-type: none"> <li>• Additional 2 days annual leave after 5 years service.</li> <li>• A day off for to celebrate your birthday.</li> <li>• A match-funded Stakeholder Pension Scheme.</li> <li>• A subsidised personal accident/income protection insurance scheme.</li> <li>• Free tea and coffee and beer o'clock every Friday</li> <li>• A programme of social events.</li> <li>• Family-friendly.</li> </ul>

### About Carpenter Oak:

Carpenter Oak have been the industry leaders in the design and handcrafting of timber frame buildings for over 30 years. With workshops and offices in Devon and Scotland, we have around 50 employees, with plans to expand the team over the next 12 months.

As a business, we are on a journey to Employee Ownership, which gives all of us a voice, and a stake, in our current and future success. This is a very exciting time of growth for Carpenter Oak and we have some fantastic opportunities for talented people to join the team.

### About the role:

We are looking for an experienced and confident project Coordinator to join our team. Working closely with clients, architects and engineers, it is essential that you are an excellent and consistent communicator.

You will be part of a key team in delivering exciting and complex structures through all Design, Production and Construction stages, whilst working with an experienced and talented multi disciplinary team.

Being passionate about building innovative and challenging timber framed structures, we are always looking for new and exciting projects throughout the UK

and as project Coordinator, you will get to work on some truly challenging, inspiring and award-winning buildings.

You will work with the team to see projects through right from design to practical delivery on site, both nationally and internationally. We have yards and workshops in both Devon and Scotland.

By joining our team, you will benefit from over thirty years of experience and knowledge of timber design, whilst working at leading production and installation facilities. This is a fantastic opportunity to deliver some of the largest timber projects in the UK.

Carpenter Oak are on a journey to Employee Ownership. We see our purpose as more than just building exceptional timber architecture, we aim to challenge the business norms and eventually, make our business a force for good.

We see this role as being full time and office based.

**Main responsibilities:**

- Working with the team projects post-sale, as the main point of contact for our clients and their agents (architect, engineer, main contractor).
- Manage project budgets, ensure financial goals are met, Identify potential risks and develop strategies to mitigate them.
- Provide an exceptional and consistent level of service and communication through each project.
- Take a leading role in the handover process from Sales and Estimating, ensuring the scheme is fully understood from both the design and commercial perspectives.
- Briefing frame design and production on the programme and material requirements.
- Understanding and exceeding client expectations.
- Facilitate the smooth running of projects through practical Project Management systems.
- Working with the wider Carpenter Oak team to ensure successful delivery of the project, including technical design, procurement, workshop and site phases.
- Liaise with the sales team to understand the company pipeline and programme.
- Coordinating frame design through the design development phase, ensuring the client brief is delivered effectively and in line with programmes.
- Where necessary, work with the team in negotiating contracts.
- Attending site and design meetings as required. Ensure that work meets quality standards and complies with relevant regulations and codes.
- Carry out project tasks associated with successful running of projects. Maintain accurate project

	<p>documentation, including progress reports, meeting minutes, and change orders.</p> <ul style="list-style-type: none"> <li>• Identify and drive solutions to technical challenges throughout the project with support from wider Carpenter Oak team.</li> </ul>
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**Role requirements:**

<b>Characteristics and general skills</b>	<ul style="list-style-type: none"> <li>• Highly organised and motivated, you will be able to manage an exciting and diverse stream of work within your role.</li> <li>• Excellent communication skills, verbal and written.</li> <li>• Driven to make a positive impact, you'll thrive on the challenge of working in an established yet flexible company.</li> <li>• Learn from each project to enhance future performance.</li> </ul>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>• Passion for timber, architecture and high quality craftsmanship.</li> <li>• Extensive experience in delivering projects on time &amp; budget, with focus on quality and client experience</li> <li>• Knowledge of timber and modern methods of construction.</li> <li>• Previous experience in design led construction Projects.</li> <li>• A thorough understanding of architectural drawings and construction work stages is essential.</li> <li>• Confident in the language of architecture and construction.</li> <li>• Experience in using Excel, Project Management software, Google Workspace, CRM systems.</li> <li>• An understanding of AutoCAD, Sketch Up and 3D drawing packages is desirable.</li> </ul>