

## PROJECT COORDINATOR

Wilson Power Solutions are a leading manufacturer and supplier of electrical power distribution equipment and pioneers of ultimate low loss amorphous transformer technology. Our flagship product saves money, saves energy, cuts carbon, and offers an innovative solution to the worldwide challenge of reducing energy wastage. Due to ambitious growth plans we are looking for a Projects Coordinator to join our Site Services Project Team in an established family-owned business in Leeds.

### The Role:

As a Project Coordinator you will be responsible for supporting project managers by overseeing administrative tasks, communicating with stakeholders and ensuring resource availability.

- Maintain site work calendar, scheduling warranty work and monitoring capacity
- Arrange travel (hotels and flights) for site engineers
- Coordinate training
- Car hire and van management
- Assist with warranty work
- Provide regular customer updates
- Manage site team leave requests and timesheets
- Manage order acknowledgements
- Arrange calibration of tools and equipment
- Book hire equipment for site
- Marketing collateral support
- Organise PPE
- Provide weekly updates to site team and distribute work plans
- Support administration of EU site work including Visa/A1 applications and transport
- General project administration and support tasks

### Skills, Knowledge & Experience:

- Previous experience of working in a similar environment / role – **essential**
- Ability to work as part of a team – **essential**
- Experience working with manufacturing IT systems – **desirable**
- Understanding and experience in Transformer and switchgear industry – **desirable**
- Confident problem solving and resolving complex customer issues
- Good working knowledge of Microsoft applications
- Strong communication skills and attention to detail, in particular applicants must be able to demonstrate a good command of English both written and verbal
- Full UK driving license - **essential**

### Salary and benefits:

- Salary negotiable
- 25 days holiday per year plus bank holidays
- Pension
- Profit related bonus
- Healthcare, wellbeing and EAP scheme
- Parking on site plus EV chargers and EV salary sacrifice scheme

Please send your CV and cover letter to [hr@wilsonpowersolutions.co.uk](mailto:hr@wilsonpowersolutions.co.uk). Applicants must be able to demonstrate their right to work in the UK. No Agencies