

'friendly, local service... **nationwide**'



Lifts • Escalators • Cradles

People are our most **important** asset. That's why we are always looking for smart individuals with diverse backgrounds - people who like to **ask questions**, **solve problems** and **insist on providing a better service** to our customers.

Position	Project Coordinator
Office	London
Apply To	Jamie Felton
Closing Date for Applications	Until Filled

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#### Details

A vacancy has arisen for a Project Coordinator within our Installation Company.

This busy rewarding role will include, but will not be limited to the following:

- Assisting project supervisors.
- The planning of delivering key materials for installation projects.
- Client meetings
- The efficient use of the installations database systems, Full training in this respect will be provided
- The close co-ordination of the companies' ISO procedures.
- Compliance with all company policies, in particular our ISO, Health & Safety and Environmental Policies.
- Other duties as required by the position.

The position is London-based but you will be required to work nationwide.

The successful applicant will suitably have proven previous experience within project management and be able to work efficiently within a busy department. The ability to communicate with clients, suppliers and employees is essential.

In return we can offer:

- A competitive salary.
- Participation in the company profit sharing scheme after a qualifying period.
- Contributory Pension Scheme.
- Contributory Private Health Care Scheme.
- Medicash Health Care Scheme.

Visit our website for further information [www.jacksonlifts.com](http://www.jacksonlifts.com)

Please apply by email to:

Jamie Felton – Director

E: [jamie.felton@jacksonlifts.com](mailto:jamie.felton@jacksonlifts.com)



**Jackson Lift Group** monitors and evaluates compliance with equal opportunity laws, guidelines, and policies to ensure that employment practices and contracting arrangements give equal opportunity without regard to race, religion, colour, national origin, sex, age or disability.

Join our **team**