

Job title:

Planner / Co-ordinator and Buyer

Job purpose:

A vacancy has arisen around departure of a key member of our office based management team. This is a full time position; the successful applicant will join a management team in a small organisation and will be flexible around their duties and working practices, they will work at our head office near Dromore in County Tyrone. The role is providing logistical support of for the company's operations which are remote from the head office and usually on Mainland UK.

Primary duties and responsibilities:

Assist in the management, planning an execution of work procedures particularly the logistical support, arrangement of deliveries, transport, accommodation and labour resource. General office administration duties are also involved supporting the financial controller and quantity surveyors at head office.

The duties listed cover most of the tasks that would be performed by an individual in the position, but the list of duties is not exhaustive;

It is important to understand that this is a small organisation where everyone must participate in all aspects of the business; innovation is encouraged at all levels to improve the service provided by the company.

Experience:

2 - 5 years postgraduate experience, preferably in construction sector, or experience along with verifiable record of continued personal development.

Qualifications

Education

- Degree in construction related discipline or in-service additional qualifications demonstrating learning ability and commitment.

Knowledge, skills and abilities

- Knowledge of business and administration procedures.
- This role involves a large amount planning, dairying of important milestones, monitoring and up keeping an operation plot and distribution of important information.
- Ability to multi task, general admin alongside specific audited procedures whilst maintaining the operation plot and plan for the running of the business in support of senior members of the management team.

Proficiency in the use of computers for:

- Word processing

- Simple accounting
- Data base management
- Spreadsheets
- E-mail
- Internet
- Microsoft Project

Personal characteristics

The Planner / Co-ordinator should demonstrate competence in some or all of the following:

- **Behave Ethically:** Understand ethical behaviour and business practices, and ensure that own behaviour and the behaviour of others is consistent with these standards and aligns with the values of the organization.
- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- **Creativity/Innovation:** Develop new and unique ways to improve operations of the organization and to create new opportunities.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problem, and make decisions that enhance organizational effectiveness.
- **Lead:** Positively influence others to achieve results that are in the best interest of the organization.
- **Assist in Decision making:** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
- **Organize:** Set priorities, develop a work schedule, monitor progress towards goals, and track details/data/information/activities.
- **Plan:** Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
- **Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

Working Conditions

- The Planner / Co-ordinator will usually work in an office environment but the purpose of this role may sometimes take them to non standard workplaces.
- The Planner / Co-ordinator will work a standard work week but may be required to work some evenings and weekends to meet specific milestones.