
Project Coordinator

Initially on a 6 month contract, co-ordinate the programme for delivery of launch assets to Ford markets in time to support vehicle launches and pre-launch activities.

Act as central liaison between Burrows and Ford markets to support production, checking, approval and delivery of assets. Manage feedback and assigning of tasks across Burrows internal departments in consultation with the Client Services and Digital teams.

Role Responsibilities

- Liaise with the Ford Team, agency partners and client markets to obtain vehicle specifications for the Product Information Team
- Liaise with markets regarding availability of assets, project timings and feedback
- Review market feedback and assign tasks to the relevant department
- Track feedback and tasks both internally and externally
- Maintain and track market status using systems and trackers
- Provide internal and external reporting for progress, status and blocking issues
- Management of asset approval tool – set up of workflow and folders, upload of assets, and tasks
- If required, create user training documentation and provide support to struggling markets
- Process new user accounts for the asset approval tool and assigning account privileges
- Work with Project Management and Client Services to meet timing plans
- Keep contact details up to date for market contacts
- Attend and reporting at status meetings
- Adhoc requests and administration in support of colleagues
- (Mon, Wed, Thur based at Ford's Warley site, plus Tuesday and Friday based at Burrows)

All Staff Responsibilities

- Carry out any reasonable duties as identified by your Line Manager or Team Leader
- Positively represent Burrows to our customers and suppliers
- Ensure compliance with all contractual employment obligations
- Ensure compliance with our ISO standards
- Fully participate in the company's performance
- Management and development programmes
- Maximise own ability to produce quality work, on time, and to brief, utilising best skills and available technology
- Work in accordance with the company's Human
- Resources policies and procedures
- Ensure compliance with health and safety requirements

Your Qualities as a Candidate

You're an excellent communicator, with a confident and persuasive manner. You have strong attention to detail and a pro-active approach to work. You're able to prioritise your workload and you're able to solve problems to client satisfaction.

Essential skills and experience

Personal Attributes

- Strong planning and organisational skills
- Analytical thinker, excellent research skills
- Calm approach under pressure
- Problem solver, and solution-focussed approach
- Team orientated, driven individual
- Strong ability to prioritise tasks, 'think ahead' and manage time/tasks effectively
- A keen eye for detail
- Flexible and able to adapt to changing conditions
- Excellent interpersonal skills
- Confident communicator to work across several different teams

Experience & Knowledge

- Previous experience of working in a project environment
- Proven ability to juggle multiple tasks/projects concurrently
- Experience in a client/customer facing role

Qualifications

- IT Literate (including all Microsoft Office packages)
- Educated to A-Level standard, or equivalent
- Minimum standard C in Maths & English GCSE

Circumstances

- Able to work overtime as required, sometimes at short notice
- Must be able to drive, to fulfil the requirement to work 3 days a week at Ford's site in Warley (Mon, Wed, Fri)

Advantageous Non-essential experience

- Experience working in/supporting Project Management
- Experience working in a Digital or CGI studio
- Working knowledge of MS Project
- Any Project Management related qualification