



You may not have heard of Stage One, but we can guarantee you will have seen our work.

From the set of TV show The Voice, to the Eurovision Song Contest stage, and even the set for Ed Sheeran's Mathematics Tour and the 2012 Olympic Cauldron we produce work that is seen all over the world.

We are a creative construction and manufacturing company and are responsible for delivering some of the most iconic projects in recent times.

We are a multi-disciplined manufacturer spread over 12,000sqm of estate, with four facilities that house engineering, fabrication, woodwork, finishing and specialist manufacturing.



Project Coordinator

The Role:

The Project Coordinator will be responsible for supporting Project Managers from booking crew, accommodation and travel for projects, managing the project and site files, and maintaining information within the projects database. This is a fast-paced role and is key to ensure project delivery in accordance with company standards.

→ **Salary:**

Up to £31,000 per annum

→ **Hours of Work:**

8am – 5pm, Monday to Friday, with overtime as required
Flexibility around working hours can be discussed.

→ **Location:**

Tockwith, York, with site work as required (worldwide)



Project Coordinator

Key Responsibilities:

- Responsible for checking availability & booking crew, accommodation and travel arrangements for projects. This includes, but is not limited to, hire cars, trains, flights and visas.
- Manage and Maintain Crew Planners in Teams/Excel ensuring they are kept up to date with Crew Changes.
- Responsible for raising purchase orders for onsite crew, travel and accommodation; making sure these are raised in accordance with Company procedures.
- Manage the co-ordination, movement and welfare of all Stage One on site crew and freelancers.
- Support and liaise with Project Managers to ensure the smooth day to day running of projects.
- To be contactable out of hours, when projects are on site.
- Uphold the duty of care for all Stage One crew whilst projects are onsite.



Project Coordinator [CONTINUED]

Key Responsibilities:

- Manage the preparation of Project & Site Files in accordance with Stage One procedures.
- Maintain the internal project planner in accordance with 'actual' Stage One projects – namely, key personnel & critical dates.
- Ensure all required documentation, including ID and accreditation is in place and recorded with regards to both freelances and Stage One crew.
- Process and Approve Freelance Site/Workshop Invoices.
- To keep all project information updated on the Stage One server, to assist with the communication of key project information.
- Assist in the coordination of tasks and commitments of the Project Management Team.



Person Specification

Qualifications:

ESSENTIAL:

- A general education to include 5 GCSE passes at Grade C or above (including Maths and English), or an equivalent educational qualification, or relevant experience.

Personal Attributes:

ESSENTIAL:

- Positive attitude to work
- Drive, enthusiasm and commitment
- Highly organised and able to work flexibly, under pressure and to tight deadlines
- Professional approach with colleagues and clients
- Enthusiasm to support other areas of the department as required
- Has the willingness to adopt new ways of working and to make improvements.



Person Specification [CONTINUED]

Skills, Experience, Abilities & Competencies:

ESSENTIAL:

- Demonstrable experience within a coordination/ logistics / administration role.
- Planning and logistical experience.
- Strong problem-solving skills.
- Proactive, organised and methodical approach to work.
- Ability to communicate effectively with a wide range of people, both verbally and in written communication.
- Ability to effectively organise and prioritise own work and follow procedures in order to produce work to a high standard, to required deadlines.
- Experience with Microsoft Word, Excel and Outlook.



STAGE ONE

Interested?

If you would like to apply,
please send your CV and covering letter to
recruitment@stageone.co.uk