

PROJECT COORDINATOR

This is a fantastic opportunity for a Project Coordinator to join an established family-owned business in Leeds. Wilson Power Solutions is a leading manufacturer and supplier of electrical power distribution equipment and a pioneer of ultra-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.

The Role:

The Project Coordinator plays a vital role in supporting the Site Services Planning & Execution Lead, ensuring smooth coordination and delivery of all site-related projects. Duties include:

- Check weekly van checklists on SurveyMonkey and update the related spreadsheet for compliance.
- Check daily site reports have been completed, download from SurveyMonkey, and send to the relevant Project Manager/Contract Manager.
- Maintain tools register.
- Raise purchase orders for hire equipment, training, labour, etc.
- Arrange First aid kits & FFE equipment for each van; provide useful information such as insurance details and arrange fuel cards.
- Maintain Site Services cage organisation and perform weekly tidiness and cleanliness checks.
- Manage weekly expenses (approve receipts daily/weekly).
- Coordinate DBS and BPSS information via DDC for restricted sites.
- Save documentation, emails, and site reports to relevant project folders and Site Services filing system on SharePoint.
- Support administration of EU site work including applying for carnets, A1s, SIPSIs, LIMOSAs, European breakdown cover and VE1038 for vehicles travelling abroad.
- Arrange travel & accommodation for site related activities.
- Organise PPE for site team members.
- Assist with scheduling training and updating the training matrix.
- Liaise with suppliers for timely delivery of hire equipment and PPE.
- Assist in onboarding new site team members.
- Support the "Site Services Planning & Execution Lead" with any required tasks.
- Handling day to day site coordination queries.
- 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**
- Experience of Transformer/switchgear industry – **desirable**
- Proactive with a positive attitude
- Excellent organisational and time management skills
- Confident problem-solving skills
- 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

Salary and benefits:

- Salary negotiable dependent on experience
- 25 days holiday per year plus 8 bank holidays
- Company Profit Share Scheme
- Healthcare & Wellbeing scheme
- Employee Benefit programme
- Pension
- EV salary sacrifice and EV on-site charging
- Parking on site

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