



CNC ROBOTICS LTD
MANUFACTURING EVOLUTION

Title: Project Coordinator / Manager

Reports to: Managing Director

Based at: CNC Robotics, 3b Olympic Way, Sefton Business Park, Aintree, L30 1RD

Salary: £ available on request

Company Profile

CNC Robotics is the UK's leading robot integrator specialising in advanced machining applications. We are a Platinum KUKA System integration partner after successfully delivering hundreds of automated systems across multiple industries.

Summary

The project manager will have cross-functional business and technical skills. Acting as the primary point for client projects working closely with a cross-functional project team to measure and report on progress, anticipate, resolve and mitigate risks and opportunities, provide escalation management, and balance the business needs with the project's technical constraints whilst maintaining good customer relationships.

Responsibilities

- Act as the primary point of contact for client projects and maintain good customer relationships
- Manage the day-to-day project activity of a portfolio of projects from the cradle to the grave.
- Working closely with a cross-functional team (mechanical, electrical automation and installation and commissioning), anticipating risks and bottlenecks and escalating and resolving issues as they arise.
- Develop and maintain appropriate reporting tools in line with company procedures to monitor project timelines, resources and project budget. Maintain an accurate log of project activity.
- Deliver project progress results to the customer and internal stakeholders, as required.
- Liaise and work effectively with internal departments ensuring that all inputs and requirements are considered and executed as part of the project lifecycle, for example, design reviews.
- Maintain and develop relevant Project Management policies, procedures, and systems.
- Carry out post-project reviews with clients and internal stakeholders.
- Ensure all duties adhere to CNCR policies, procedures, industry best practise and regulations.

Education and Training

- At least 3 years experience in in project management and or a related role.
- Certificate in Project Management Principles (Desirable but not essential)

CNC Robotics Ltd.
3B Olympic Way | Sefton Business Park | Liverpool L30 1RD
0151 523 8009 | info@cncrobotics.co.uk

cncrobotics.co.uk



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Person Description

- A trusted team player who fosters sound working relationships.
- A people person who relies heavily on influence over authority to achieve a positive outcome.
- Able to balance the business need with the technical constraints of projects.
- A natural collaborator with strong communication and organisation skills.
- Able to work with all levels from shop floor operators to C Suite executives.
- Has an eye for detail and can maintain focus without feeling overwhelmed whilst handling multiple projects at various stages in a fast-paced SME environment.
- Has a high degree of integrity and self-awareness and is passionate about empowering others.
- High level of technical understanding, preferably with experience in machine-building projects and or manufacturing and engineering.
- Understands the importance of financial management and understands the importance of managing project budgets.
- Naturally curious and passionate about project management and interested in being responsible for evolving project management activities within a small business environment.
- Passionate about UK manufacturing and working for a small, fast-paced, innovative company supporting a diverse portfolio of clients to adopt the latest robotics and automation advancements.
- A full UK driving license and be happy to travel to client sites as and when required.

We are an equal opportunities employer and welcome applications from all suitably qualified individuals.

If you are interested in joining a dynamic and innovative SME based in the Liverpool City Region, please submit your CV to info@cncrobotics.co.uk with your CV and cover letter explaining why you would be suitable for the role.

The closing date for receipt of applications is Friday 12th March, 2021.

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