

Job Title: **Project Coordinator**

Company: **Aerosystems International**

Location: **Yeovil, Somerset**

Salary: **£30,000-£35,000**

The Company

Aerosystems International (a wholly owned subsidiary of BAE SYSTEMS) undertakes the analysis, design, development and delivery of complex, software intensive systems. Many of its solutions are mission critical. Aerosystems International (Aerosystems) follows a rigorous approach to the development lifecycle and is assessed by the Software Engineering Institute's (SEI) Capability Maturity Model Integration (CMMI) to Level 5 for Software & Systems Engineering.

Over the last 20 years Aerosystems has established a prominent reputation in the global aerospace and defence communities for creating innovative products and services. We are working on some of the most advanced projects in the world offering smart solutions often in short timescales. The business invests heavily in products and in it's staff and enjoys the rewards of rapid, profitable growth, providing people with challenging and exciting career opportunities. Aerosystems employs nearly 400 staff with offices in Yeovil, Malvern, Warton and Orlando.

Our expertise is focused in the areas of network enabled capability, sustainment, high integrity software and mission support with many of our solutions now in service and combat proven. Key attributes of our approach are flexibility, co-operation and determination, combined with market leading technical expertise.

The Role

Project Overview

As a result of the growing HIS business area we currently have a vacancy for a project controller. This position would be suitable for anyone aspiring to a project management role, and wishing to receive a good grounding in process, planning, project reporting and measures and commercial management.

Role Overview

The project controller reports to the operations manager and is responsible for day to day control of projects across the HIS business and providing support to the commercial manager.

They will be responsible for producing weekly and monthly management reporting (PMMR, Project Measures, CSR etc). They are responsible for co-ordinating the collection and analysis of project and bid metrics. They are also responsible for coordinating team and project meetings, and taking minutes as required.

Duties will include:

- Execution of the work packages specified by the operations and technical governance managers to the specified budget and timescale;
- Provide progress reports to the management team as required;
- Run configuration reports – open CRs, query notes, PMMR defect queries on a monthly basis to populate PMMR and PMS data;
- Update project control documentation (CSRs, PMMRs) with project data, including financial, progress and inch stones;
- Generation and processing of PACF and CAF forms;
- Supporting the generation and collation of bid material;
- Support to the commercial manager;

Main Responsibilities

- Production of CSRs and PMMRs on a monthly basis;
- Production of customer monthly and weekly reports;
- Maintenance of the project schedules;
- Maintenance of estimates and earned value data for the projects;
- Coordination of project meetings;
- Production of PACF and CAF as required;
- Bid material generation.

Other

The project co-ordinator will be coached and trained as required to accomplish the above objectives. This will provide an initial step into project management and also an insight into how projects are run and reported into BAES.

Required Skills and Experience

- Self motivated with good attention to detail;
- Good communication skills;
- Ability to present data concisely and clearly;
- MS Office.

Desirable Skills and Experience

- Exposure to MS-Project and Cognos BI;
- Previous commercial exposure.

Company Benefits

Contributory pension
25 days holiday
Private medical insurance
Discretionary bonus
37.5 hours per week, flexible start and finish times
Relocation assistance

To Apply

SHSL is acting as an Employment Business in relation to this vacancy.

Stephen Howe Systems Ltd (SHSL) is a wholly owned subsidiary of Aerosystems. Its remit is to recruit candidates with a diverse array of skills for a number of major UK clients.

Please apply by sending your current CV and covering letter to **jobs @shsl.co.uk** or to the following address: **SHSL, Aerosystems International, Alvington, Yeovil, Somerset, BA22 8UZ.**

To apply for this position candidates must be eligible to live and work in the UK, and hold, or be able to achieve, British security clearance.