



Allwood Architectural Joinery

Ballymacken, Portlaoise, Co. Laois, R32 P932

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Project Co-Ordinator

Role: Full-time

Location: Laois, Ireland

About

[Allwood Architectural Joinery](http://www.allwood.ie) is a family run company of forty close-knit highly skilled craftsmen established in 1997, specialising in the design and manufacture of specialised joinery for hotels & bars and commercial fit outs. We create our designs to suit the projects of our client's and we work alongside Architects making their complex designs a reality both visually and structurally. We also create individual bespoke furniture and architecturally designed pieces.

The ideal candidate will be responsible for planning, coordinating, and implementing project designs within the decided-upon budget, timeline, and scope. They will also effectively monitor and present project updates to relevant Management and project team members. They must be proficient in AutoCAD along with experience in 3D modelling software and adaptable to new software's. They will need broad knowledge of materials commonly used within the industry.

Responsibilities

- Managing the project's design development while working closely with the selected project manager and client
- Responsible for producing precise and accurate drawings for the workshop & Clients
- Briefing internal machining/Assembly/Fitting team
- Following up on all processes to ensure items are running smoothly
- Organisation of machine processes for joinery items
- Quality Checks
- Relationships with clients/contractors and architects
- Quantifying Materials
- Proficient in Autocad / Inventor / Sketchup / Other 3D Modelling softwares
- Implementation of new materials/Processes
- Update relevant team members on the project progress
- Coach and support project team members with tasks you assign them
- Working closely with subcontractors
- Proactive on closing out design issues that may occur
- Most importantly, delivering a high-quality drawing with every avenue explored to ensure the correct processes have been used to complete the job.

Qualifications

- Bachelor's Degree or equivalent experience
- Strong verbal, written, and organizational skills
- Strong relationship management skills
- Ability to plan and prioritize work activities and use time efficiently
- Solutions driven, problem solver with a "can do" attitude
- Adaptable in the face of changing priorities and events
- Customer focussed
- Exacting attention to detail
- Assertive
- Willingness to take ownership of tasks and see them through to completion

What's on offer?

The successful candidate will have the opportunity to work on some very exciting projects in a successful & forever growing company committed to empowering its employees and furthering their skills development. You will have the chance to excel and grow with the company and reap the benefits of its success. A competitive benefits package is on offer and job satisfaction is guaranteed.