**Events Project Coordinator with CAD**

Our client works within the events industry and they are looking for a Project Coordinator to work collaboratively with UK and international production managers, clients, and internal teams to translate project requirements into practical, actionable solutions. You will play a pivotal role in ensuring successful project delivery, from planning through to execution on-site. This role offers an exciting opportunity to work in a dynamic and fast-paced environment, contributing to high-profile projects in the events industry.

**Key Responsibilities**

**Project Coordination:**

* Collaborate with Project Managers to coordinate jobs from quotes through to on-site completion, using our inventory booking system and warehouse resources.
* Create and update staging drawings using CAD software (VectorWorks) to meet project specifications.

**Operational Management:**

* Develop proficiency with the company’s inventory booking system to create pull lists and manage equipment.
* Gain a comprehensive understanding of all equipment supplied for projects, including strengths, limitations, and alignment with customer requirements.
* Ensure all projects meet Health and Safety compliance related to company-supplied equipment.

**Team Collaboration:**

* Communicate equipment schedules and project requirements clearly to internal teams, fostering a strong team-oriented environment.
* Take a “hands-on” approach by actively engaging in warehouse and on-site operations to ensure smooth project execution.

**Third-Party Coordination:**

* Liaise with external suppliers to secure goods and services needed for projects within required timelines.
* Maintain effective relationships with clients, suppliers, and internal staff to ensure alignment and smooth communication throughout the project lifecycle.

**Administrative Support:**

* Manage job costs, quotations, and markups while maintaining detailed administrative records for each project.
* Follow business strategies and contribute to company objectives.

**Candidate Requirements**

* Prior experience in the events industry, with a background in project handling, job costing, and equipment management.
* Familiarity with staging equipment and/or set construction, either through hands-on experience or relevant qualifications (e.g., degree-based programs).
* Experience using rental booking systems and managing project costs and quotations effectively.
* Proficiency with CAD software (e.g., VectorWorks) and Microsoft Office applications.
* Strong communication skills with the ability to collaborate effectively with clients, suppliers, and warehouse staff.
* Ability to translate client requirements into actionable plans using drawing aids and software tools.
* Adaptability to work in varied environments, including office, warehouse, and on-site locations.
* Strong time management skills, with the ability to work under pressure and meet tight deadlines.

Thank you for taking the time to apply to OPR Resourcing Specialists. If your application is successful you will be contacted within 7 days. We apologise but due to the high volume of applications we receive we are unable to provide feedback on individual CV's.

Please note that by applying for the above job it will be understood that you accept our Terms of Business and Privacy Policy which can be found on our website on the page "Find A Job".