

Project Specification – Project Coordinator

Location: Chichester – But can be remote working
(if not more than 1-2 hours away) and willing to travel to site 1-2 days/week)

Salary: £40,000+ depending on experience

Vacancy: Permanent

An incredibly exciting & unique opportunity for a service leaver/veteran or ex-military individual who's gained some project management experience, to join LiveLink Aerospace, an agile, successful & established start-up company who deliver innovative solutions to the Aviation industry. Specialising in Air Intelligence & Security; Counter Drone Technology.

Can either be locally based fully OR hybrid working remote/office near Chichester.

Our dynamic, talented & entrepreneurial team have created an in-house end to end "Airspace Intelligence system", a unique range of products that can stand-alone or integrate into incumbent systems to deliver a technology-based solution for the ever-increasing security requirements of drone/UAV activity within restricted areas, alongside a wider Aviation heritage, e.g. modifying existing large aircraft.

Our suite of sensors and sensor fusion systems can enable airspace operations by increasing detection confidence and offering a more accurate air picture in real-time. Whilst being designed & assembled in the UK, it gives our client a very wide platform to offer.

The Opportunity

After having secured & won some major bids; £ multi-million business wins (with more pipeline to follow) LiveLink Aerospace is now seeking a new Project Coordinator to help support UK Projects in the UK as well as overseas countries to support their rollout and deployment.

If you want to join a company at the very start of a major growth trajectory, this opportunity is yours to own! A rare chance to be able to make your own stamp and build out a key role within a with the support of a highly experienced team.

Job Purpose

Utilising your experience gained with projects within the civilian and/or Defence, primarily Airspace related market, to proactively identify and manage issues and risks as they arise within our current projects, through excellent communication and a team-first attitude to ensure all parties are kept informed of any key decision.

Your success will be supported by the Senior Leadership Team (SLT) which includes the Operations Director, Business Director and Project Director. You'll become the 2nd in charge in many situations to fit this challenging brief.

Key Responsibilities

Supporting the Operations Director in managing existing projects

- Developing strong administrative skills
- Effectively managing different stakeholders
- Report writing
- Developing and managing existing policies e.g. ISO9001
- Collaborating with both technical and sales teams
- Develop & maintain face to face relationships with customers and may necessitate overseas travel when needed
- Understand the requirements from end users and relevant stakeholders, and be the voice of the customer within the Company
- Develop risk-based support methodologies
- Provide support to bids, as required
- Develop and maintain knowledge of the Company's offerings.

Essential skills & Experience:

- Experience of presentations in a customer facing role
- Proven ability to demonstrate solution value/value-add to key prospects at a Senior level, combined with the knowledge and aptitude to present and explain the technical elements of product or services.
- Ability to co-ordinate the end-to end activities from design, development and implementation through to client support ensure excellent levels of engagement and service throughout the process.
- Initiative, resilience, adaptability & a positive "can do" attitude
- Articulate communicator with strong interpersonal skills
- Excellent written communication skills

Desired Skills/Qualities

- Experience in Export Support
- Excellent understanding in the inner workings of Defence
- Good level of Technology acumen (interest and/or experience with Drones)
- Expertise in Jira, Asana or another Project Management Software
- Proficiency with both MS Office and Google Suite