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| **ABOUT SUEZ:**  **WHO WE ARE:**  SUEZ is a major player in environmental services. For almost 160 years, SUEZ has supported local communities and industrial companies in the management of essential services such as water, waste, and air quality. As such, SUEZ produces drinking water for 66 million people worldwide, recovers 2 million tons of secondary raw materials per year, and generates 3.1 TWh of renewable energy from waste.  SUEZ is the worldwide patent holder and the UK’s sole service provider of Ice Pigging, a highly effective, low-risk alternative to conventional pipe cleaning methods. Ice Pigging uses a soft, pumpable ice slurry that efficiently removes sediment, biofilm and contaminants from pipe networks. It has a wide range of applications across the water industry along with commissioning applications in other sectors.  This award-winning technology is a testament to SUEZ’s commitment to promoting the circular economy. |
| **BUSINESS AREA (please select):** SAS – Ice Pigging |
| **HIRING MANAGER: Tony Haskins** |
| **JOB TITLE**: Ice PiggingProject Co-ordinator – Water/Wastewater |
| **SALARY:** £30-35k dependent on experience.  **BONUS/CAR/OTHER ADV’S:** Company Car, Night shift allowance,  **LOCATION:** Hybrid working - Pucklechurch depot, Bristol & working from home. Although travel throughout the UK and occasionally across Europe will be necessary for projects  **WORKING PATTERN:** 37.5 per week from Monday to Friday. 7.5 hours per day, to be worked flexibly between 8am and 5.30pm.  **COMPANY BENEFITS:**  company funded 1% benefit allowance, 2 wellbeing days, volunteering days, pension, enhanced parental leave, 28 days holiday + bank holidays. |
| **PURPOSE OF THE ROLE/DESCRIPTION:**  This is an ideal opportunity for someone wanting to start their career in Project Management.This is an exciting time to join a growing team as we develop new markets and applications for the Ice Pigging process. Successful candidates will have the opportunity to obtain a Prince2 qualification in Project Management.  The successful candidate will support the management of Ice Pigging projects within SUEZ UK water offering. The planning, on-site delivery and reporting of projects are the primary consideration of the Project Co-ordinator, ensuring all projects are delivered in a timely manner and to the clients satisfaction. |
| **Main Responsibilities:**  Carry out pre-operation surveys and report preparation.  Help co-ordinate internal resources and third parties for the smooth and successful execution of projects.  Create and maintain project documentation.  Co-ordinate on-site delivery of operations.  Collate site data to produce reports.  Liaison with clients and other project stakeholders  Perform risk assessments and take relevant actions to minimize project risks.  Establish and promote best practice in health, safety, and environmental matters in conjunction with the QHSE department.  Communicate with the Ice Pigging Management team using appropriate tools and techniques.  Co-ordinate with other teams and departments within SUEZ as required.  Establish and maintain relationships with third parties/clients /vendors.  Attend operational & project design meetings.  Carry out general administrative duties as required.  **GENERAL:**  At all times work in a way that demonstrates the Company’s business methods;  Listen and relay market intelligence;  Maintain high standards in terms of personal appearance conduct and respect of Company property. |
| **Qualifications Required:**  Science or engineering Degree or HNC/HND desirable but not essential  Industry recognised qualifications desirable  Experience Required:  Experience of dealing with third parties/ clients / suppliers  Experience of working to deadlines in a technical application  Desired Experience But Not Essential:  Experience within water industry, civils or other engineering discipline desirable  Additional Skills Required:  Computer literate and competent in the use of Microsoft Office Packages.  Excellent organisation skills.  Strong analytical skills  Good interpersonal skills  Able to work to tight deadlines.  Commercial awareness  Team working skills.  Excellent written and verbal communication skills.  Management and leadership skills |
| **KEYWORDS : Project, coordination, organisation, planning, on-site delivery, Engineering, Ice Pigging, Water Industry, Industrial Water, Graduate Engineer, Contracting, Project Management** |