

JUNIOR PROJECT COORDINATOR

The Company

ER Productions is a growing, international, award-winning laser show & laser system design and special effects specialist, with credits spanning across worldwide concert tours, high profile sporting and corporate events, advertising, TV & Film and theatre.

Constantly pushing the envelope when it comes to the ongoing development, manufacture, and sourcing of cutting-edge laser & Special Effects products. We supply world class laser, SFX & Pyro shows with regular appearances on BGT, X Factor, Dancing on Ice and have toured with Robbie Williams, Ozzy Osbourne, Pete Tong and Muse to name a few.

For the right candidates there are development and career opportunities as our business continues to implement our ambitious long term growth strategy. Our work will truly give you the opportunity to develop your skills and broaden your experience enabling you to develop and grow.

The main role of a Junior Project Co-Ordinator is detailed here as a guide but not limited to these tasks:

Purpose Of The Role

Working within the Project Coordination team you will be based at our Dartford HQ and provide support to Project Managers to ensure that show logistics, including hotel, flights, transport of equipment and consumables are booked & delivered to each show on time.

You will be working in a fast-paced international business across multiple time zones, have a willingness to learn and improve, and have a brilliant can-do attitude.

Key Responsibilities:

- Complete the travel logistics (flights, hotels, boats, car hire, freight transport, couriers) requests from Project Managers
- Ensure that equipment and consumables are delivered for each show on time
- Communicate with Project Managers & crew regarding all logistics
- Work with Global project team to ensure crew are booked on the right jobs for their skill set.
- Arrange and plan staff events and parties throughout the year

Skills and experience:

- Prior knowledge of company travel organisation and bookings
- Office administration experience min 12 months
- Computer literate, with a good understanding of Microsoft Office programmes
- Familiarity liaising with different departments and third party suppliers
- Highly organised and able to deal with multiple projects at once
- Takes pride in achieving tasks with a high level of attention to detail and with the utmost professionalism.

The ideal candidate will demonstrate excellent communication skills, able to operate with urgency and under pressure at times, be flexible in regards to our out of hours requests and a natural problem solver.

Energetic with lots of initiative and fun to work with, you will be always looking to improve, have high attention to detail and have a level of commitment that gets the job done no matter what!

In addition to salary and benefits this is a genuine opportunity to join a GREAT team of people who not only share the benefits of the company's success and its diverse range of projects but enjoy working together too!

Package on Offer:

- Salary from £25k DOE + overtime.
- Bupa Health Care
- Company Pension Scheme
- Mobile Phone
- Apple Laptop
- 4 Weeks holiday + Bank Holidays and Christmas shutdown
- Participation in ER company bonus scheme after qualifying period

**To apply, please email your CV and cover letter to;
careers@er-productions.com**