

Project Scheduler at Mainmark UK

Mainmark Ground Engineering (UK) Ltd is an award-winning, privately-owned company which services projects throughout the UK and across Europe. The Mainmark group presents creative and effective solutions to many types of ground engineering problems in a wide range of sectors such as residential, industrial, commercial, civil engineering and mining. To find out more about Mainmark UK, please visit www.mainmark.com/uk

We are looking for an outstanding Project Scheduler to facilitate the delivery of our specialist Geopolymer services to our clients nationwide.

The Project Scheduler Role

- Manage the complex project calendar utilising our delivery team and fleet of vehicles to full capacity nationwide
- Where required communicate with our Operations Manager in relation to project logistics
- Liaise directly with both B2C & B2B clients from initial scheduling proposal dates to close out documentation
- Instruct sub-contractors to attend site prior to & during the works
- Monitor and manage the Sales inbox
- Precise and regular updating of the CRM
- Quote acceptance reviewing for administering invoicing and updating the CRM
- Managing order / instructions from B2B clients and handling payment terms and schedule
- Document control within the project folder structure
- Raising and issuing down payment invoice prior to scheduling and final invoice on completion of works
- Taking card payments and payment management
- Issuing documents on completion of our works
- Producing then issuing client statements and chasing overdue invoices
- Monitoring and authorising sub-contractor invoices for payment ensuring they are within budget
- Requesting client testimonials and reviews following positive feed-back
- Generating weekly reports & determining project lead times for our designated areas within the UK

The Ideal Project Scheduler

- A professional, calm and positive manner with excellent customer service focus
- Exceptional attention to detail
- Excellent communication skills
- Highly organised and effective, with the ability to plan and prioritise your own workload
- Experience of working under pressure and to tight deadlines
- Uses own initiative
- A proactive & logical approach to solving problems
- Ability to work effectively and systematically
- Numerical competence
- Reliable
- A persona which will maintain our clients confidence
- Geographical knowledge of the UK
- Microsoft office skills
- Salesforce (bonus skill)
- Xero (bonus skill)

The position is based in our Milton Keynes office. This is a full-time role, Monday to Friday, 45 hours per week which includes one-hour daily lunch break.

We offer a competitive salary based on experience and are hoping that the right candidate can come on board as soon as possible.

If you would like to join our innovative, fast growing company then we would be delighted to hear from you.

Please send your CV to mge.uk@mainmark.com and use the subject line reference of 'Recruitment - Project Scheduler'.