

POSITION DESCRIPTION

Role Title:	Project Coordinator/Estimator
Reports to:	Regional Manager – South Island
Location:	Christchurch Office

PURPOSE OF THE ROLE

Support the growth and profitability of Corys' commercial and project business by providing accurate and competitive estimating, tender and contract support.

The role coordinates customer requirements from tender and quotation through to contract delivery, working closely with customers, suppliers, sales teams and branches to ensure appropriate product solutions, competitive pricing, specification compliance and a high standard of customer service.

KEY TASKS	DELIVERABLES
Estimating & Tender Support	- Review tender documents, specifications and customer requirements and prepare accurate, competitive quotations and proposals. - Identify appropriate products and solutions that meet customer and specification requirements. - Coordinate tender responses, pricing, product information, samples and supporting documentation within required timeframes. - Support the sales team with tender opportunities, contractor queries and specification compliance.
Contracts & Customer Coordination	- Coordinate contracts and project requirements from quotation through to delivery. - Ensure accurate customer contract pricing and price files in accordance with agreed terms. - Maintain regular communication with customers and proactively resolve issues affecting delivery or service. - Build effective working relationships with contractors, customers and other project stakeholders. - Support sales teams in developing project and contract opportunities.
Supplier & Procurement Coordination	- Work closely with suppliers to obtain competitive project pricing, appropriate product solutions and timely quotations. - Coordinate material sourcing and procurement requirements for project and contract customers. - Work with suppliers to support on-time delivery, product quality and resolution of product or after-sales issues. - Communicate relevant customer and market feedback to suppliers and internal stakeholders.
Technical & Compliance Support	- Coordinate product documentation, certifications and supporting information required for tenders and projects. - Support compliance with relevant specifications, New Zealand standards and customer requirements. - Coordinate product samples and submissions where required.

	Maintain accurate and accessible project, contract and compliance documentation.
Commercial & Reporting	- Monitor contract and project performance and identify risks, issues and opportunities for improvement. - Support achievement of sales and gross profit objectives through effective pricing and commercial decision-making together with branch management and sales team - Provide relevant customer, contract and sales reporting as required. - Maintain accurate systems, records and administration in accordance with Corys' processes and policies. - Identify opportunities to improve estimating, tendering and contract coordination processes.
General	- Comply with Corys policies, procedures, health and safety requirements and relevant legal obligations. - Participate in business initiatives and identify opportunities to improve processes and customer outcomes. - Undertake other reasonable duties consistent with the nature and level of the position.
Health and Safety	- A safe and healthy working environment is maintained; Safety Starts with Me - Actively participate in safety initiatives - Ensure Health and Safety standards, policies and procedures are fully understood by self and direct reports - Investigate all reported accidents, incidents and near misses as required.

KEY RELATIONSHIPS	
Internal - Branch and Sales Team - Senior Leadership Team across Corys - Other functional support teams	External - Suppliers of products and services - Customers, contractors and consultants as required - Other Stakeholders

PERSON SPECIFICATION

BEHAVIOURAL COMPETENCIES	
Customer Focus	Understands customer requirements and provides practical, timely solutions.
Commercial Acumen	Makes decisions with consideration for pricing, margin, risk and profitable growth.
Planning & Coordination	Effectively manages competing priorities, deadlines and stakeholders.
Attention to Detail	Produces accurate quotations, pricing, documentation and contract information.
Builds Relationships	Develops effective working relationships with customers, suppliers and colleagues.
Initiative & Problem Solving	Identifies issues early and takes practical action to achieve the required outcome.

Teamwork	Works collaboratively across sales, branches, commercial functions and suppliers to deliver for customers.
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KNOWLEDGE, EXPERIENCE AND SKILLS REQUIRED

Knowledge, Experience and Skills

- Experience in estimating, tendering, project sales, contract coordination or a similar commercial environment.
- Experience within electrical wholesale, electrical contracting, construction supply or a related technical industry is preferred.
- Ability to interpret tender documentation, specifications and customer requirements.
- Strong commercial understanding with the ability to balance competitive pricing, customer requirements and gross profit.
- Strong attention to detail and ability to manage multiple quotations, tenders and projects to deadline.
- Confident working with customers, suppliers and internal sales teams.
- Strong Microsoft Office skills such as excel, word.
- Experience in ERP systems such as Business Central is preferable.
- Sound written and verbal communication skills.
- Electrical or technical product knowledge is advantageous.

OCCUPATIONAL HEALTH & SAFETY

PHYSICAL CONSIDERATION

Corys Electrical is committed to ensuring that employees' health and safety is not compromised either by the work environment or by work process and procedures.

The company makes every effort to –

- Provide a safe and healthy work environment; and
- Reduce the risk to employees arising from identified hazards.

The company takes all reasonable steps to ensure that individuals are not appointed to positions which will endanger their health. It also ensures that all significant hazards associated with positions are identified.

As part of its occupational health and safety practices, the company may require a prospective employee to complete a health questionnaire prior to any offer of employment, in order to ensure that potential risks to employees are identified.

POTENTIAL HAZARDS

ACTIVITY	HAZARD
Computing	• Use of computer monitor • Occupational overuse syndrome
Driving	• Traffic • Road conditions • Fatigue • Cell phone use