**Operations Coordinator**

Reporting to Ops Director

**Role Overview**

We have some ambitious but achievable goals ahead of us in the next 12 months and this role will play an essential part of achieving them. Growth, expansions, new warehouses; that’s just a little taste of what we are planning.  
   
Operations Coordinator is responsible for leading the key logistics & capacity extension projects to successful completion. PM oversees all aspects of the project, plans timelines, work packages and budget, sets deadlines, assigns responsibilities and monitors and summarizes the progress of a dedicated project.

**What we expect from you**

* Ability to lead a project team through the whole project lifecycle in a dynamic and multinational environment
* Planning, coordination and completion of projects on time, within budget and the scope
* Ability to accurately describe risks and issues and report them to top management
* Being an ambassador of project management, sharing knowledge and
* experience and educate colleagues to improve overall project management culture within the company

**What we look for**

* At least 4 years of proven working experience in project management preferably in logistics / facility management/architectural environment
* Proven track record of successfully delivered projects
* Excellent written and verbal communication skills
* Solid organizational skills including attention to detail and multitasking skills
* Basic knowledge of project portfolio management (PMP / PRINCE 2 / IPMA)
* Analytical thinking
* Experience with training, mentoring or coaching the project management

**KPI’s typical for the position**

**What we offer**

* Your work will have a direct impact on the company's results
* We will implement your good ideas almost immediately – not waiting for the approval of the headquarters somewhere in the world
* You will not be bound by corporate processes
* Your work has to be innovative and meaningful, we do not want to follow trends, but set them
* Last but not least, we mainly offer a fair reward and the possibility of professional growth and education, also a great bunch of people around and a legendary company events

**Our Values**

* Customer is in the centre of our universe. Everything we do, we do for them
* Better done than perfect. We build, improve & mainly deliver
* We are brave. We are not scared of making decisions
* We keep learning. Information is power. We deep dive into it to create a change again and again.
* Market standard is not good enough. We aim to win, be the best and ahead of the market. We keep innovating
* We are open and honest to ourselves and to our colleagues. We are able to accept feedback
* We fight in tough environments. The most important is to have fun and keep helicopter view
* We think big. We are bold and daring in changing the future