



DRIVING THE FUTURE OF ELECTRIC VEHICLES

We are the world leader of in-wheel motors for passenger cars, light commercial vehicles and future transport solutions.

Protean Electric is an automotive technology firm with over 100 talented people globally. Our mission is to drive sustainable transport through innovation, and we are the imagination behind vehicles that travel further, perform better and use fewer components.

We believe that freedom of ideas, integrity of response, desire to improve, and collaborative thinking drive innovation. Joining Protean means working with talented experts across the organisation who value your ideas, empower you to make a difference, and encourage you to challenge yourself and others.

Project Coordinator

Farnham, UK

The Role

We are seeking the right individual to join our Project Management team as a Project Coordinator.

Main Duties & Responsibilities

The Project Coordinator will focus predominantly on supporting our key in-wheel motor development project for an established European vehicle manufacturer. The Project Coordinator will support the Project Management team to achieve project realisation through coordination of all project tasks, management of the project plan, and reporting of status.

The key focus will be on supporting project delivery of a \$25million development project, which includes engineering, supply chain activities, manufacturing, logistics, customer support and full product launch.

Reporting, Location & Travel

This role reports to the Director of Project Management and is based in Farnham, Surrey with a limited occasional requirement for national and international travel, primarily within Europe.

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Key Responsibilities

Responsibilities include, although are not limited to the following:

- Ownership of sprint (/task) planning and status.
- Responsibility for status of project plan based on actual sprint/task progress.
- Supporting the Supply Chain Management team with tracking development and sourcing status of components.
- Supporting the customer with deliveries from Protean against their project process.

Relevant Skills & Behaviours
<p>We value and measure ourselves against the following 'Best-Self' Behaviours:</p> <ul style="list-style-type: none">• Pioneering• Driven• Tenacious• Collaborative• High Integrity• Responsible <p>Successful candidates should be able to demonstrate the following relevant skills and behaviours:</p> <ul style="list-style-type: none">• Excellent planning, organisational and task management skills• Experienced in problem solving and resourcefulness• Fluent in English with strong interpersonal and communication skills• Ability to work independently, with guidance only in complex situations• Driven with the commitment to see activities through to completion• A fast learner with the ability to 'think outside the box' and provide solutions for last minute business needs
Relevant Knowledge & Experience
<p>Candidates should assess their suitability against the following essential and/or desirable relevant knowledge and experience:</p> <p>Essential:</p> <ul style="list-style-type: none">• Educated to A-Level standard• Demonstrable organisational skills and experience in a coordination, administration or project management role• Proven experience in a role requiring a high level of interpersonal interaction and communication• Competency with common software products, including MS Office, Project, Visio etc. <p>Desirable:</p> <ul style="list-style-type: none">• Educated to Degree standard in a relevant subject• Experience of MS Project and JIRA would be beneficial• Experience in applying project management methods would be beneficial

Employee Benefits

In return for a rewarding and fulfilling career, all Employees can look forward to receiving a competitive salary, plus a number of additional employee benefits:

- **Core hours:** we offer a flexible approach to working hours, with core hours available to all Employees, requiring them to be in the office between 10:00 and 16:00 each day, from Monday to Friday. This provides Employees with the flexibility to start work, and finish work at a time that is convenient to them providing a little more freedom to take into account the journey to work and family commitments.
- **Discretionary Bonus:** Employees are eligible to receive a discretionary bonus of up to 15% of annual salary; this is paid annually and is subject to meeting set agreed targets.



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Employee Benefits (Cont/...)

- **Life Assurance:** Employees are automatically enrolled into the company's Life Assurance scheme; this provides the sum of four times annual basic salary in the event of death during employment.
- **Pension Scheme:** Employees are automatically enrolled into the Company's Group Personal Pension Scheme, with the company matching contributions from a minimum of 5% up to a maximum of 7%.
- **Private Healthcare:** subject to completion of probation, Employees, their partners and dependents, are able to join the company's private healthcare scheme with BUPA, in addition to an accompanying cash plan with BHSF.
- **Learning & Development:** Employees are encouraged to continue their career development with a variety of training courses and development opportunities available to them, including the offer of learning Mandarin.
- **Relocation:** we are able to offer a relocation package to assist Employees and their families when relocating to within a designated distance/duration from the company's offices.

Full details of the Employee Benefits are available upon request, or will be made available on provision of an offer of employment.

Should you wish to apply for this role, please e-mail your CV, covering letter and salary expectations to: ukjobs@proteanelectric.com – please be sure to **quote the full Job Title in the subject line** and read our Privacy Notice.

Thank you for your interest, we wish you every success with your application.

