

Project Controller

The Project Controller works closely with project managers to ensure that all budgeting, scheduling and coordination processes run smoothly.

Project Controller Responsibilities:

- Monitor and evaluate each step of the project to ensure that it is meeting budgetary and deadline goals.
- Assist in setting a project budgets and task schedules.
- Prepare progress reports for managers and work with the delivery team to understand resourcing needs, schedule changes, project scope adjustments and more.
- Facilitate and minute progress meetings, maintain action logs, store and maintain project documentation.
- You will be involved with bids, supporting the preparation of customer bids and proposals as well as business cases for internal improvement projects and new product development.

Project Controller Requirements:

Essential Skills and Experience

- Detail-oriented problem-solving skills
- Good communication skills, written and verbal
- Consistent ability to meet deadlines
- Ability to work independently
- Experience with spreadsheet, word processing and presentation applications (eg Microsoft Office, Google Docs/Sheets/Slides, etc)
- Creating and adjusting project budgets
- Developing project schedules and progress reports
- Ability to analyse data from various sources and present results in formats that are easy to understand and use
- A willingness to learn and adapt
- UK driving license

Helpful Skills and Experience

- GCSE English and Maths Grade C or above and/or equivalent suitable PMO qualification
- Typically 3+ years experience in a project environment
- Hold or meet the requirements to obtain a UK Ministry of Defence SC clearance
- Valid passport

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- Inquisitive, challenging established practises to encourage continuous improvement
- Ability to work with a diverse group of customers, suppliers, managers, subcontractors, consultants and other professionals
- Experience with project management software, such as Microsoft Project or equivalent

Our Benefits Include:

- Pension Salary Sacrifice Scheme
- Cycle to Work Scheme
- Long Service Holidays/Awards
- Corporate Eye Care Vouchers
- Life Assurance Scheme
- Company Sick Pay Scheme
- Tea & Coffee provided
- Onsite parking

The Company

IrvinGQ is a world-leading supplier of parachutes, aerial delivery systems and naval decoys to customers around the world. We create innovative products that our customers know they can rely on in highly challenging conditions where there are no second chances. Our systems must work right first time, every time. If you want to be part of a collaborative and supportive team that helps customers achieve their goals through great engineering that stands out from the crowd and are looking for your next challenge as our Project Controller, then we want to hear from you.

Location: Bridgend, South Wales

Job type: Full Time

Hours: 36 hours worked over a 4 day week Monday-Thursday

Salary: £35,000 - £40,000 per annum

You may have experience of the following: Project Controller, Administrator, Project Manager, Programme Manager, Project Management Officer, Project Management Administrator, Aerospace, Defence, Project Administrator, etc.

REF-202 497