



www.continentalsports.co.uk



Planning Coordinator

Salary negotiable depending upon experience
Permanent (39 hours per week)
Based in Huddersfield

Continental Sports: Established 57 years ago we design, manufacture and install equipment for Sports Halls, Physical Education, Gymnastics and Trampolining including Trampoline and Ninja Parks.

The exciting opportunity has arisen where Continental is currently looking for someone to join our Operations Department as a Planning Coordinator who can help with continued demand and improvements to our installations services.

The successful candidate will need to meet the following criteria:

Key Responsibilities:

- Manage the end-to-end planning requirements for new installations, coordinating between Production manager, department team leaders, warehouse and the customer.
- Establish key project contacts to build the installation schedule diary.
- Project progression checks prior to the programmed scheduled date.
- Ensure the installation schedule diary is updated with all project data, contact numbers and available vehicles.
- Ensure RAMS are prioritised and available for the start of jobs.
- Liaise with field service engineers to get updates on project progression and assist in problem solving.
- Logistics planning for site deliveries and travel.
- Liaise with specialist subcontractors for equipment hire and services

Key Skills:

- Be articulate, confident, enthusiastic and have excellent attention to detail.
- Have the ability to generate rapport, build customer relationships and communicate with people at all levels.
- Work well under pressure, managing a high workload & multiple deadlines simultaneously.
- Great multi-tasking ability, to manage multiple projects and meet customer needs.
- Be a problem solver, taking quick and effective decisions
- Excellent telephone manner.
- Exceptional written and verbal communication skills.
- Strong IT skills with Microsoft office and Google Workspace applications.

Continuous training will be provided to ensure there is a full understanding of the sales process.

To apply please send CV and covering letter to jobs@contisports.co.uk