



## **Job Specification – Engineering Team Coordinator**

**Job Title:** Engineering Team Coordinator  
**Department:** Engineering  
**Reports to:** Engineering Manager / Head of Engineering  
**Location:** Haden House, Cradley Heath, B64 6PU  
**Contract:** Full-time

Fantastic opportunity to join Britain's largest aluminium furnace provider as they prepare for growth in one of the most sustainable and versatile markets in the world.

With more than 50 years in the industry Mechatherm has provided bespoke aluminium furnaces and casthouse equipment to major producers and recyclers around the world. Having recently opened new offices in both North America and India Mechatherm is set for growth and are expanding their design team to help achieve this.

### **Primary Role**

The Engineering Team Coordinator will be responsible for supporting the smooth operation of the engineering department by coordinating activities between office-based staff, external contractors, and clients. This role requires excellent organisational and communication skills to ensure that all projects run efficiently, deadlines are met, and client expectations are managed effectively.

### **Key Responsibilities**

#### **Coordination & Scheduling**

- Plan, organise, and monitor engineering team activities to ensure effective workload distribution.
- Schedule and coordinate work for office-based engineers and external contractors.
- Track project timelines, deliverables, and milestones, updating relevant people.

#### **Communication & Client Liaison**

- Act as a central point of contact between the engineering team and clients.
- Facilitate clear and timely communication on project progress, queries, and any changes to scope or timelines.
- Attend client meetings (in person or virtually) as required to represent the engineering team.

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### **Mechatherm International Limited**

Haden House | Waterfall Industrial Estate | Waterfall Lane | Cradley Heath | West Midlands | B64 6PU | UK

**T:** +44 (0)1384 279 132 | **E:** sales@mechatherm.co.uk

Reg. No 1112880 | VAT: 210 3996 81

### **Project Support & Documentation**

- Maintain accurate records of project status, resource allocation, and progress updates.
- Prepare and distribute reports, meeting notes, and action lists.
- Ensure all project documentation is filed and maintained according to company procedures.

### **Team & Stakeholder Collaboration**

- Work closely with other internal departments (e.g., Sales, Procurement, and Accounts) to ensure seamless project delivery.
- Support engineers with administrative requirements, procurement requests, and client follow-ups.
- Identify and help resolve issues or bottlenecks within project workflows.

### **Process Improvement**

- Suggest and implement improvements to coordination processes, systems, and communication methods.
- Monitor performance to support continuous improvement within the engineering team.

### **Skills & Experience Required**

- Strong organisational and time-management skills.
- Excellent verbal and written communication abilities.
- Experience in coordinating teams, clients and external contractors.
- Proficiency in MS Office (Word, Excel, Outlook) and familiarity with project management tools.
- Ability to manage multiple priorities under pressure.
- Strong problem-solving skills and attention to detail.
- Previous experience in an engineering, technical, or manufacturing environment (preferred but not essential).

### **Personal Attributes**

- Professional, approachable, and confident when dealing with clients and colleagues.
- Proactive and adaptable, with the ability to work independently and as part of a team.
- Solution-focused mindset with a calm approach under pressure.

### **Performance Indicators**

- Projects delivered on time and to client satisfaction.
- Positive feedback from internal teams and clients.
- Accurate and timely reporting and documentation.

### **Benefits**

- Private Healthcare
- Critical Illness Cover
- Global Travel

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- 1pm Finish on Fridays

### **How to Apply**

Send a CV and cover letter to [recruitment@mechatherm.co.uk](mailto:recruitment@mechatherm.co.uk)



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