



**WE ARE  
HIRING  
VACANCY**

Vacancy: BMG World Project Ops, South Africa

**Projects Co-ordinator V2089**

**Closing Date: 20 October 2021**



**Key Objectives and Principal accountabilities:**

Compile commercial and technical compliant offer for tender submission. Co-ordinating and expediting off all aspects of projects. This is a highly networked role that requires an ability to work under pressure and to challenge deadlines.

- Extraction of technical and commercial information from RFQ's.
- Ensure that on-hand orders are processed correctly to meet customer order delivery date.
- Management of stockholding of relevant project stock being held for customers.
- Liaise with workshops and sales on a weekly basis as to capacity, planning, and delivery of project orders.
- Compiling all documents needed for the Data books.
- Proven ability in planning, expediting, and delivering all documentation needed in the successful implementation of a project. The Administrator/Coordinator will be experienced in scheduling and running operations meetings, progress meetings with workshops, facilitating key review meetings / final document review, co-ordinating drawing sign off and purchase orders, document production and delivery of completed goods as per BMG's DIFOT policy.
- Demonstration of the necessary personality and leadership skills to engage and motivate a diverse group of Engineers, Product Managers and suppliers is a must.

**Requirements:**

- Matric(Grade 12).
- Previous expediting experience an advantage.
- Microsoft Project experience would be an advantage
- Must be able to work under pressure.
- Proficient in Operating (Kerridge - expediting preferred).

Apply by using **"Projects Co-ordinator V2089"** as the subject line.

Should you have the necessary skill set, attach a brief CV, and forward to Rene Mohlala on [renem@bmgworld.net](mailto:renem@bmgworld.net)



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