

Position	Project Coordinator
<p>General Duties / Responsibilities:</p> <p>This Job Description is intended to be a general guide for the duties of the Project Coordinator but the duties for the position will not be limited to the general items below:</p> <ul style="list-style-type: none"> • Liaise with Project Manager/Director on the project structure to establish scopes, phases, batches and site dates. • Glass, Extrusions and all Material Take-offs (ensuring sizes, lengths, types, finishes and quantities are adequate and have been agreed with the PM) • Establish with PM the job programme to set what items to be purchase initially or items to put on-hold or delayed • Regular stocktakes of all materials. <i>(To foresee any shortages)</i> • Release and monitor batches on TPM, including check and order shortages • Liaise with drawing office in terms of carding requirements, instructions from site, etc. • Assist Factory with any production issues • Assist Site with any installation issues • Assist PM in creating Crate loading information for factory and site • Prepare QA/QC Checklist for factory • Field View Main Admin • Specific drawing development 	
<p>Key Relationships:</p> <ul style="list-style-type: none"> • Project Managers/Directors • Purchasing • Design Office • Factory staff and management • Installers • Architects • Project Managers/Director from the client 	

Please complete this form as part of your application. It can be filled out interactively or printed out. Submit the completed form to us along with your CV using the upload button on the careers page of our website.

This information is collected for the purpose of assessing your suitability for employment at Thermosash Commercial Ltd and does not obligate the Company to engage the Applicant.

1. Personal Information

Family Name:

Given Name &
Preferred Name:

Contact Address:

Post Code:

Country:

Day Phone
Number:

Evening Phone
Number:

2. Legal Work Status

Are you legally entitled to work in New Zealand?	Y	N
a. As a New Zealand Citizen?	Y	N
b. As a permanent resident of New Zealand?	Y	N
c. As a holder of a current work permit in New Zealand?	Y	N

3. General

Do you have any criminal convictions, not including any concealed under the Clean Slate Act?	Y	N
Do you have any legal proceedings against you pending?	Y	N
Do you have a current New Zealand Drivers Licence?	Y	N

4. State the position/s you wish to be considered for

5. Health

Do you have any health-related issues that may impact on your ability to perform the tasks of this job? If yes, please detail below.

Signature:

Full Name:

Date:

I acknowledge that the information I have supplied is true and correct.

Do you consent to the Company retaining the information contained in this application for further employment options in the future?

Y

N

This Application Form will be held for 12 months following submittal.