



## **Project Management Assistant**

Would you like to work for an award-winning boatbuilding company based in waterside offices near Falmouth, Cornwall - the perfect destination for sailors, surfers and beach lovers?

Cockwells is globally respected in the marine industry and at the forefront of designing and building luxury motor launches and superyacht tenders. We cleverly integrate traditional boatbuilding skills with innovative engineering and modern techniques to build vessels of the highest quality.

We're looking for a full time Project Management Assistant to come and join our team, working 40 hours from Monday to Friday.

### **Job description**

The Tender Project Team Assistant will work with the existing Tender Production team supporting Project Managers, Design and Procurement to achieve the successful delivery of tender projects to an agreed schedule and budgets and to a high-quality standard.

- Checking of drawings when received from the design team for materials required and compatibility on-board
- Updating the bill of materials for materials and allocating a timeframe for ordering against the project Gantt chart
- Liaising with the Technical manager and Purchasing team to collect quotes and lead times for materials required
- Liaising with Purchasing team to order materials within the allocated timeframe
- Collect orders from local suppliers and deliver material and equipment between the 3 Cockwell sites.
- Supporting the Tender Production Manager with day-to-day tasks, reports and client requests.

### **Essential skills and experience**

- Excellent communication skills
- Good organisational skills
- Ability to work as part of a team
- Previous experience in a similar role

### **Location**

The position will be based at either one of our sites in Mylor or Falmouth, and you will need to be flexible to work where required.

**Salary**

Up to £27,000 per annum

**Interviews**

Interviews will take place as and when suitable applications are received.

**How to apply**

Please send your CV together with a covering letter outlining your suitability for the role, salary expectation and current notice period to [recruitment@cockwells.co.uk](mailto:recruitment@cockwells.co.uk)

We look forward to hearing from you.