



"The team at Brookbanks is absolutely committed to the delivery of our high quality, value driven, services for the benefit of our clients and the wider communities where we work. We will support our client's businesses with highly skilled and enthusiastic staff having a common goal of ensuring project success." *Paul Boileau, Managing Director*

### THE ROLE

This important administrative role will work across multiple teams and projects within the Company and with our Clients. The successful candidate will have excellent organisational and communication skills, working as part of large team.

#### Key tasks include:

- Assist Project Managers with major scheme delivery.
  - Coordination of key work and project milestones.
    - Support each project's financial management.
- Information and document coordination and assist in preparing reports and data collection for analysis.
- Scheduling both recurring and ad-hoc meetings for a number of projects and key stakeholders.
- Collation, preparation and distribution of meeting agenda packs and progress reports.
  - Maintenance of key project documentation and ensuring that all regulatory documents are correct, processed and approved.

### DEVELOPMENT/PACKAGE

The financial package will be commensurate with experience

### LOCATION

Based at our Head Office close to M6 (J4), M42 (J7) & the NEC.  
Alongside some remote / flexible working

### HOW TO APPLY

Please send your CV and Covering Letter to Amy Taylor at amy.taylor@brookbanks.com or contact 0121 3294330

## Project Support Coordinator

### THE COMPANY

We are a leading Master Developer and Development Consultant, providing specialist support to residential, commercial, retail and infrastructure schemes.

We work closely with developers, land promoters and owners of land, property and infrastructure projects across the UK and Europe to plan, design, cost and deliver their schemes.

Our teams have a valued reputation of successfully driving projects through the full development life cycle to deliver additional value and create great outcomes for our clients and the local communities where we work. Our clients include many of the UK's leading blue chip Residential (traditional and MMC), Commercial and Retail property developers, Landowners and Promoters, Mining companies, listed financial institutions and both local & Government agencies.