



Job Title:	Project Co-ordinator
Department:	
Division:	Aerospace & Electronics
Reporting:	CEO
Employment Type:	Regular/Contractual

Company Overview : Bryka is a leading aerospace company dedicated to providing cutting-edge solutions in aviation technology. We specialize in the design, development, and manufacturing of aerospace components and systems that meet the highest standards of quality, safety, and innovation.

Position Summary:

As a Project Coordinator at Bryka, you will play a critical role in facilitating the successful execution of projects within our aerospace division. You will work closely with project managers, engineers, suppliers, and other stakeholders to ensure that projects are completed on time, within budget, and according to specifications.

Key Responsibilities:

1. **Project Planning and Scheduling:**
 - Assist in the development of project plans, timelines, and milestones.
 - Coordinate with cross-functional teams to define project scope, objectives, and deliverables.
 - Monitor project progress and identify potential risks or delays.
2. **Resource Management:**
 - Coordinate resources, including personnel, equipment, and materials, to support project activities.
 - Work closely with department managers to allocate resources efficiently and ensure that project requirements are met.
3. **Communication and Collaboration:**
 - Serve as a central point of contact for project-related inquiries and updates.
 - Facilitate regular meetings and discussions with project teams to review progress, address challenges, and make decisions.
 - Communicate project status, issues, and resolutions to stakeholders in a clear and timely manner.
4. **Documentation and Reporting:**
 - Maintain accurate project documentation, including project plans, budgets, meeting minutes, and status reports.
 - Generate reports and presentations to communicate project status, key metrics, and performance indicators.
5. **Quality Assurance and Compliance:**
 - Ensure that project activities comply with relevant quality standards, regulatory requirements, and company policies.
 - Participate in quality assurance audits and inspections to verify adherence to established procedures and guidelines.
6. **Continuous Improvement:**
 - Identify opportunities for process improvement and efficiency gains within the project management function.
 - Collaborate with team members to implement best practices and lessons learned from previous projects.

Qualifications:

- Bachelor's degree in engineering, business administration, or related field.
- Proven experience (2+ years) in project coordination or project management, preferably in the aerospace industry.
- Strong organizational skills and attention to detail.
- Excellent communication and interpersonal skills, with the ability to interact effectively with diverse stakeholders.
- Proficiency in project management tools and software (e.g., Microsoft Project, Jira, Asana).
- Knowledge of aerospace regulations, standards, and industry best practices is desirable.
- Ability to thrive in a fast-paced environment and manage multiple priorities simultaneously.