



Braden-Europe B.V. is a global leader in the power generation industry for design, manufacture, installation and retrofit of auxiliary equipment for gas turbines. Braden's products cover the entire auxiliary scope for a gas turbine, from inlet air filter houses, inlet ducts and plenums with acoustic silencers to exhaust plenums or diffusers, outlet ducts, simple cycle stacks, exhaust silencers, or bypass damper and stack systems for combined cycle applications. With hundreds of systems in service for nearly every combustion turbine model, Braden-Europe B.V. has earned an international reputation for unparalleled quality and customer service.

We believe that the power of our success is driven by our talented employees. The long standing Excellence of our Products can only be achieved through the hard work, dedication, and collaborative efforts of our employees.

For our Project Management department we are currently looking for a

Project Coordinator (full-time)

Essential job functions

- Assists Project Managers with project handling, such as scheduling, cost control, respect of customer specifications, purchase requests, in time deliveries for customers and of suppliers, monitoring and reporting etc.
- Interpretation of technical specifications.
- Handles correspondence with customers and suppliers on customer specifications, delivery dates, technical reports, requests for information etc.
- Contact with Engineers, Field Service Engineers, Purchasing etc.

Our requirements

- HBO Mechanical Engineering, preferably affinity with Electrical Engineering.
- Minimum of 3 years of experience with project coordination, preferably gained in a technical/engineering environment.
- Strong knowledge of project management principles and tools.
- Thorough knowledge of general engineering principles and general manufacturing and fabricating practices.
- Ability to understand, interpret and communicate technical drawings, experienced in Autocad or Inventor.
- Knowledge of and experience with MS-Project would be an advantage.
- Excellent computer skills, i.e. Word, Excel, Outlook, PowerPoint and ERP.
- Good command of German and English, spoken and written.

- Ability to develop and track project plans; organize, prioritize, and coordinate multiple work activities.
- Ability to work well with others and to interact with individuals at all organizational levels.
- Uses resources effectively to generate solutions; takes initiative when resolving problems.
- Has strong analytical skills and an innovative approach to work.
- Ability to meet deadlines in a busy, fast paced environment and ability to handle multiple tasks and projects.
- Must possess excellent organizational skills and attention to details.
- Good written and verbal communication skills.
- Customer service oriented.

Our offer

- A challenging job with international focus in a pleasant working climate.
- A highly dynamic, international organization with growth ambition.
- Open culture and short communication lines.
- Internal training and support by the Project Managers.
- Possibility to grow into the position of Project Manager.
- Our salary and our benefits are market value.

Interested?

For more information please contact Josiet Bisschops, HR Manager, at 045-5616465 or send your motivation letter and cv to Braden Europe BV, Nieuw Eyckholt 290H, 6419 DJ Heerlen or j.bisschops@bradeneurope.com.