

Project Coordinator

[Join aes renewables](#)

Permanent, Full-time

36.25 Hours per week

Based in Forres, Lea Road, IV36 1AU

Salary: £26,642.17 - £29,115.28 (depending on experience)

aes renewables is a trusted leader in renewable energy solutions, with over 50 years of experience delivering high-quality, reliable systems. As we continue to grow, we are looking for an organised and proactive Project Coordinator to join our team.

This is an excellent opportunity for an experienced project professional to play a key role in the successful delivery of renewable energy projects. Working closely with Project Managers and internal departments, you will coordinate project activities, maintain accurate records, and ensure projects progress efficiently from handover through to completion.

You will be responsible for managing smaller projects independently while supporting Project Managers on larger and more complex installations. This role offers the opportunity to work within a collaborative and forward-thinking environment where your contribution will directly support the continued growth and success of the business.

THE ROLE

You will be responsible for coordinating smaller, less complex projects from sales handover through to installation and commissioning, while also supporting Project Managers with larger installations. You will help ensure projects are prepared accurately, progressed efficiently, and delivered in line with company expectations, customer requirements, and operational priorities. Working closely with Project Managers, Scheduling, Technical, Operations, and Administration teams, you will play an important role in maintaining project momentum, keeping records accurate, and ensuring customers are informed throughout the delivery process.

WORKING HOURS

Standard working hours are 9:00am to 5:00pm, although flexibility may occasionally be required to meet project and customer requirements.

KEY RESPONSIBILITIES

- Manage smaller customer projects from design sign-off through to installation and commissioning
- Track project progress and maintain accurate records within job management software and other internal systems
- Confirm project readiness before handover to the Scheduling team
- Keep customers informed at key stages of the project and provide clear, professional updates