

Project Cost/Coordinator

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Company: Wood

Location: United Arab Emirates

Category: healthcare-practitioners-and-technical

Wood is currently recruiting for a Project Cost/Coordinator to be part of our Asset Integrity Management team for a permanent contract to be based in Abu Dhabi.

Project co-ordinator role within the Wood Asset Life Optimisation (ALO) group supporting the IM (Integrity Management) and VDN (Vibration, Dynamics, and Noise) Specialist Engineering teams.

Preparation and reporting of project cost budgets, and the tracking, management, and reporting of project expenditure and revenue to enable robust financial control of projects throughout their lifecycle.

Supports the ALO leadership, project management and finance teams through the preparation and reporting of project cost budgets, ensuring budgets and reports are prepared to the required level of detail and accuracy in accordance with contractual requirements and Wood policies, procedures, and standards. This will typically involve the review, analysis, and reporting of actual and forecasted project costs against the project approved budget.

Liaise with finance, time-capture functions, and third parties as required, to ensure accurate and timely capture of procurement, materials, subcontract, and labour manhour costs. Ensure costs are allocated accurately for consulting projects.

Liaise with engineering functions, and others as required, to maintain awareness of project activities and their impact on the project budget, schedule, and cost forecast.

Facilitate and support project work process in terms of accurate cost code allocation and

initial budget set-up and approvals.

Assist and support in the development and maintenance of project cost budgets using appropriate software applications.

Monitor and control cost commitments and expenditures through all phases of project lifecycle.

Liaise with project managers as required to ensure accuracy in project cost phasing, manhour and revenue forecasting.

Prepare and provide project cost performance reports in accordance with project reporting requirements.

Prepare and issue updates to project cost forecasts.

Monitor and report on cost impact of project manpower forecasts.

Facilitate and communicate cost and impact of change notifications.

Monitor overall project cost performance and contingency drawdown.

Attend project meetings as required.

Participate in the project cost close-out process.

Participate in project administration and Continuous Improvement Reviews.

Project Scope Change Management, timely observe and initiate PO/RTS amendments to ensure streamlined project delivery.

Assist Finance and Consulting teams to close projects Technically and Commercially

Validate internal and external Consulting rates to ensure standardised Bid submission/Work wins.

Minimum of 2 years relevant experience in a similar role.

Demonstrable project administration, cost control or project controls experience.

Suitable degree in a relevant technical or business discipline (or equivalent gained through relevant vocational training and/or industry experience).

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