

Job Title: Project Coordinator

Company: WDS Green Energy Ltd.

Location: Cardiff - Office based (hybrid working options available)

Job Type: Full-Time, Permanent

About Us:

WDS Green Energy Ltd specialises in the design, supply & installation of heat pump systems. From our base in South Wales, we have carried out over 1,600 heat pump installations throughout Wales and England. We are experts in air and ground source heat pumps and underfloor heating systems, specialising in working directly with homeowners, builders and architects on existing properties, renovations, conversions & new builds. We are looking for an enthusiastic, organised and technically minded **Project Coordinator** to join our team and support the delivery of energy-efficient projects.

Role Overview:

As a **Project Coordinator**, you will play a key role in supporting the end-to-end coordination of residential and commercial heat pump installation projects. You will work closely with the design, sales, logistics, and installation teams to ensure that each project is delivered on time, within budget, and to the highest quality standards. This role is ideal for someone with project coordination or technical experience in an engineering or construction-related field.

Key Responsibilities:

- Preparation of installation documents including mechanical & electrical requirements
- Preparation of technical drawings, schematics and specifications, equipment layouts, underfloor heating and radiator systems.
- Boiler Upgrade Scheme (BUS) Grant and Distribution Network Operator (DNO) applications.
- Coordinate aspects of heat pump installation projects from design to completion to support project management team
- Serve as a primary contact between internal teams, project managers, clients, suppliers, and contractors.
- Support coordination of project timelines, schedules, and documentation.
- Support procurement and delivery of materials and equipment to site as required.
- Support project progress, resolve issues and maintain clear communication with stakeholders.
- Assist with project reporting, invoicing, and record-keeping.
- Provide technical support to installation teams and clients.
- Ensure compliance with industry standards, regulations, and best practices.

Skills & Experience Required:

Required:

- **Experience:** Previous experience in project coordination, technical support, or site administration within construction, renewable energy, mechanical services or similar.
- **Organisational Skills:** Excellent organisational and task management skills. Ability to prioritise and manage multiple projects simultaneously.
- **Problem-Solving Skills:** Ability to proactively troubleshoot and optimise system designs.
- **Communication Skills:** Strong verbal, written and visual communication skills for liaising with clients, contractors, and team members.
- **Attention to Detail:** Precise approach to engineering calculations and design documentation.

Desired:

- **Educational Background:** Degree or HND/HNC in Mechanical Engineering, Renewable Energy, Building Services, or a related field.
- **Technical Knowledge:** Strong understanding of heat pump technology and system operation principles.
- **Industry Knowledge:** Familiarity with MCS (Microgeneration Certification Scheme), building regulations, and renewable energy incentives.
- **Travel:** Regular working from Cardiff office preferred, hybrid options available
- **Software:** Experience with CAD software, heat load calculation tools and control systems

Benefits:

- Competitive salary (dependent on experience). £25,000-£28,000 per year
- Company pension scheme.
- Industry specific on-boarding and technical training.
- Career development and training opportunities.
- Supportive and collaborative work environment.
- Opportunity to contribute to renewable energy solutions and directly impact UK carbon footprint reduction.