

### **Key Requirements:**

2 years' + experience in a similar role within an MEP engineering/construction company

Experience working on data centre projects is advantageous

An above average understanding of MS office package

High level of attention to detail and excellent computer skills

Superior organisational skills

Prompt resolution and issuance skills

Reporting to the MEP Department Manager your key responsibilities will include:

### **Key Responsibilities:**

- Liaise with Site Cx (Commissioning) Teams and external MEP vendors to ensure documentation is received on time and to standard
- Create equipment assets on Cx Platform
- Track closure of Cx issues on Cx Platform
- Raise and track closure of RFIs and Technical Submittals
- Manage various progress trackers on MS Excel
- Write Progress Reports Reporting to the MEP Department Manager Europe