

Project Administrator

London

Purpose of Job:

We are looking for a proactive, personable and thorough Project Administrator to join our team and assist in overseeing the project administration for one of our Business Units in London. Excellent attention to detail, communication and IT skills are a must, as the chosen candidate will be responsible for implementing quality management processes on projects including document control and setting up documents to a high specification.

We will provide full on-the-job training.

Duties and Responsibilities:

We are rigorous in our control of documents. You will lead in maintaining this approach and tasks will include:

- + Maintaining project documentation in line with our Integrated Management System.
- + Organising and minuting project meetings
- + Tracking project milestones and internal IMS requirements
- + Appointment administration
- + Creation of project tracking and delivery documents
- + Document control

This list is not exhaustive, and we would expect the successful candidate to be willing to help us develop and improve our process and maximize efficiency.

Training Programme requirements:

- + Commit to goals and objectives of a career development programme including attendance of in-house and external technical and non-technical training.
- + Learn about both the technical and non-technical aspects of project delivery to support in undertaking the role

Person Specification:

	Essential	Desirable
Knowledge	<p>Competent using Microsoft packages including; Word, Excel and PowerPoint, Outlook.</p> <p>Ability to pick up new systems and processes quickly.</p> <p>Experience of operational management of a business unit and understanding of process implementation and business administration functions, ideally in a building services field.</p>	<p>A general understanding or appreciation of building services.</p>
Skills	<p>Excellent communication skills and confidence to communicate with all levels of seniority.</p> <p>Excellent time management and the ability to manage multiple tasks and priorities at busy times.</p> <p>High level of organisation and prioritisation skills with a keen eye for attention to detail.</p> <p>Excellent numeracy and literacy skills.</p>	
Experience, qualifications and prospects	<p>Experience of quality control of a product, ideally in a building services environment.</p> <p>Previous business administration experience, ideally in a relevant building services field.</p>	<p>Previous experience in a consultancy environment.</p>
Attributes and Personal characteristics	<p>Personable and approachable.</p> <p>Excellent team working and interpersonal skills.</p> <p>Confident communicating with people of all levels of seniority.</p>	