

JOB DESCRIPTION

Projects Administrator

Job Title:	Projects Administrator
Salary:	£market rate
Type:	Full-Time, Permanent
Department:	Residential Division
Location:	High Wycombe, Buckinghamshire
Report to:	Divisional Director
Benefits:	Private Health Care

The ideal candidate will be a focused enthusiastic individual with the ability to coordinate multiple tasks with a team goal of successful project delivery. Good computer skills are essential, in particular experience using Microsoft Word intermediate and Excel intermediate/advanced level. Basic understanding of project scheduling and Gantt charts would be beneficial.

Main Purpose of the Role

Perform a wide range of administrative and support activities, helping the residential division increase efficiency and uniformity.

Main Responsibilities

- 1) Assisting pre-sales with compiling proposals, supplier pricing, tender returns and presentations using Microsoft Excel and PowerPoint presentations
- 2) Liaising with procurement to acquire product pricing and create cost sheets from templates
- 3) Ensuring project timesheets, costs, variations and budgets are collated and reported to the Management on a regular basis
- 4) Production of project documentation (training will be provided)
- 5) Tracking incoming deliveries and organising combined outgoing deliveries with the intent to streamline processes/hire kit as required
- 6) Ensure all project documents are collated at the end of project and assist in uploading info to project portals
- 7) Office admin including answering telephones, dealing with post, binding and filing
- 8) Keep and update log of active projects/liaise with PMs/communicate with accounts to ensure timely invoicing
- 9) Support all Project Managers with administrative tasks including log of active projects, communicate with accounts to ensure timely invoicing, ensure project processes are followed and arranging travel
- 10) Support Divisional directors in an EA capacity

Qualification and Experience

We are looking for a friendly and organised person to join our team and represent our business in a professional manner.

Key Skills & Achievements

Required	Desired
Successful candidate must demonstrate the following skills and experience:	Although not required, it would be an advantage to be able to demonstrate the following:
Presentable appearance	Prior experience in a similar role
Excellent interpersonal skills, communication and telephone manner	Technical background/interest in Audio-Visual technology
Intermediate computer skills including use of Microsoft Office (Word, Excel, PowerPoint & Outlook)	Microsoft Projects and/or Visio
Excellent organisational skills	
Attention to detail and methodical in record keeping	
Good at multitasking and prioritising	
Quick learner, with a willingness to progress and take on additional responsibilities in the future	
A good team player, whilst able to work on your own initiative	

To be considered for this position, please submit a copy of your current CV to info@smartcomm.co.uk.