

JOB DESCRIPTION

Document Controller and Project Administrator

Job Title:	Document Controller and Project Administrator
Salary:	£market rate
Type:	Full-Time, Permanent
Department:	Commercial Division
Location:	High Wycombe, Buckinghamshire
Report to:	Divisional Director/Core Operations Manager
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, experience using Microsoft Office Suite in particular Microsoft Word intermediate and Excel intermediate/advanced level. Basic understanding of project scheduling and Gantt charts would be beneficial.

Main Purpose of the Role

Produce technical documents and perform a wide range of administrative and support activities, helping the commercial division increase efficiency and uniformity.

Main Responsibilities

- 1) Production and maintainance of project documents, such as:
 - Operation & Maintenance Manuals
 - Asset Registers
 - Technical Submittals
 - User Guides
 - BREEAM, WELL, LEED etc. submission support
- 2) Ensure all project documents are collated throughout the project and upload info to project portals
- 3) Supporting production of tenders (Histograms) and taking meeting minutes
- 4) Dropbox and server folder/file management
- 5) Compilation of Project Sign-Off documentation
- 6) Support Projects Operations Manager and Project Managers with requests;
 - Deliveries - tracking incoming deliveries and organising combined outgoing deliveries
 - Hiring equipment
 - Rubbish collections
- 7) Support Commercial team with administrative tasks: keep and update log of active projects, liaise with PMs and Projects Operations Manager, communicate with accounts to ensure timely invoicing, ensure project processes are followed and arrange supplier training
- 8) Maintain Subcontractors list, ensuring all supporting documentation is kept relevant
- 9) Office admin including answering telephones, booking lunches, booking meeting rooms and resources

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 Graphics/Image editing software
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.