

## JOB DESCRIPTION

### Projects Administrator Assistant

**Job Title:** Projects Administrator Assistant

**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 provide administrative support in coordinating 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.

#### 1) Main Purpose of the Role

Support commercial team in 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 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) Working with commercial team on 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: liaise with PMs and Projects Operations Manager, communicate with accounts to ensure timely invoicing, ensure project processes are followed and arrange supplier training
  - 8) Office admin including answering telephones, booking lunches, booking meeting rooms and resources

1

### 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 administrator experience
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)	Prior experience in online project portals, e.g. Aconex, Procore, Asite, 4Projects.
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	

2

To be considered for this position, please submit a copy of your current CV to [info@smartcomm.co.uk](mailto:info@smartcomm.co.uk).