

JOB DESCRIPTION

Project Administrator

Job Title:	Project Administrator
Salary:	£market rate
Type:	Full-Time, Permanent
Department:	Commercial Division
Location:	High Wycombe, Buckinghamshire
Report to:	Project Office Manager
Benefits:	Private Health Care

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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 would be beneficial.

Main Purpose of the Role

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

Main Responsibilities

- 1) 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 commercial team with updating internal kit lists throughout project duration to reflect design changes.
- 4) SharePoint management.
- 5) Working with commercial team on compilation of Project Sign-Off documentation and once complete follow handover process to service department.
- 6) Support PMO Lead 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 PMO Lead, communicate with accounts to ensure timely invoicing, ensure project processes are followed and arrange supplier training.
- 8) Office admin including answering telephones, 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.

Training and support will be provided as necessary.



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	

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