

## Full Time Project Admin Support



Reporting to – Admin Manager

Location – South Ruislip

**Main Purpose of the role:** Assist Project Managers/sponsors by providing a framework which includes process and standards for them to work within. Whilst co-ordinating project resources including people, information and equipment. Providing essential support to the production of O&M manual ensuring it clearly defines the requirements and procedures for the effective operation, maintenance, decommissioning and demolition of the building, and includes details of the building's construction, history and maintenance, instructions for its operation and maintenance, and guarantees and warranties.

### **Key Responsibilities:**

- To ensure projects are run with compliance with the Company's rules.
- Provide guidance to project teams.
- Maintaining and integrating projects
- Tracking and reporting overall progress of the project, utilising internal IT platforms.
- Administering the project budget.
- Monitoring resource utilisation
- Maintaining the project library.
- Capacity planning of engineers, CDM, timesheets, controls, PO's subcontractor management.
- O&M production

**Key Accountabilities:**

- To ensure that all Company paperwork is always completed accurately and legibly and presented in a timely manner.
- To present him/herself in a professional manner and always maintain good relationships with clients and other staff members.
- To resolve standard problems that arise, with reference to the Project Manager.
- Support the Projects Manager in their role by effective communication.
- Gathering and inputting of data, maintaining database.
- Prepare and provide relevant documentation including financial to internal teams and stakeholders.

**Essential Skills:**

- A methodical approach to process; an aptitude for accuracy and attention to detail.
- Relevant experience within an administrative role.
- Enthusiastic and positive, welcoming of change.
- Ability to work under your own initiative and prioritising work load.
- Enjoy problem solving and finding solutions.
- Good computer literacy on all Microsoft applications including Microsoft Project.
- Good communication skills.

**Desirables:**

- Previous experience in working on projects
- Understanding of Technical Services
- Health and Safety training e.g. IOSH and completion of RAMs – CDM.