**Job Title:** Project Administrator

**Contract:** Fixed Term until end Feb 2016

**Salary Range:** £25,000 - £30,000 pro rata

**Hours of Work:** Full time40 hours per week

**Reports to:** Project Manager

**Based at:** Holmshaw Farm, Layhams Road, Keston, Kent

**Job Purpose:** The Project Administrator is responsible for assisting the Project Director & Project Manager in organising the project as set out in the Benchworks Project Manual.

**Key responsibilities and accountabilities:**

1. Assist the Project Manager in establishing exact responsibilities of Benchworks for this specific project(s)
2. Liaise with Project Manager to ascertain clearly, and in detail, their resource requirements, including keeping abreast of project extensions and snagging
3. Liaise and consult with Project Manager to help deliver creative solutions to resolve conflicts and escalating any issues should the need arise
4. Attend all meetings as appropriate to the project and draw attention to any potential resourcing conflicts, challenges or successes
5. Maintain digital and paper project files.
6. Respond to requests for clarification from suppliers and sub-contractors
7. Seek clarifications on specifications
8. Establish drop dead date for receipt of all costs both in-house estimated and by specialists
9. Arrange and attend project meetings (internal & external), taking minutes as appropriate and follow up actions as a result
10. Communicate early warning notices (EWNs) to client and do not put in hand until approval received from client
11. Order specialist / sub contracts
12. Gather progress information from project team members to allow progress to be monitored and highlight issues/delays to the program leads
13. Support with updating the project programme and ensure all planning changes are clearly documented and recorded using RFIs, EWN, CI
14. Start O&M manual works required
15. Assist with post completion performance review
16. Liaise with sub-contractors
17. Liaise with client and their representatives
18. Communicate with project manager, works manager and client on site logistics and delivery schedules
19. Support other project activities as requested by the Project Manager
20. Attend site before, during and after project installation
21. Discuss with external suppliers best ways to manufacture specialist elements
22. Assist with producing valuations and issuing updates to client for certification including vesting certificates etc

**Ideal candidate skills:**

* Relevant administrative experience in a project environment preferably manufacture and fit out
* Excellent interpersonal skills with the ability to communicate clearly and effectively with all stakeholders
* Able to work on own initiative with excellent attention to detail
* Experience of prioritising workload to meet competing deadlines whilst retaining accuracy
* Experience of minute taking, creating timely reports and documents
* Ability to plan and organise workloads to ensure timetables, workloads and the requirements of the Project Manager are met
* Liaise with client to ensure financial and contractual obligations are achieved, commercial awareness
* Ability to follow standards and procedures as defined by the company
* Strong organisational skills with a methodical approach to work
* Self-motivated team player
* Proficient in Word, Excel, Powerpoint, Outlook

**Disclaimer: This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities and accountabilities. The responsibilities, and accountabilities of the jobholder might differ from those outlined in the job description and that other duties, as assigned, might be part of the job.**

**Person Specification**

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| --- | --- | --- |
| **SKILL** | **ESSENTIAL** | **DESIRABLE** |
| Relevant administrative experience in a project environment | **√** |  |
| Experience of dealing with contractors in a formal tendering/ tender situation |  | **√** |
| Experience of procurement and execution of a tendering process |  | **√** |
| Excellent interpersonal skills with the ability to communicate clearly and effectively with all stakeholders | **√** |  |
| Able to work on own initiative | **√** |  |
| Good attention to detail | **√** |  |
| Experience of prioritising workload to meet competing deadlines whilst retaining accuracy | **√** |  |
| Experience of minute taking, creating timely reports and documents | **√** |  |
| Ability to plan and organise workloads to ensure timetables, workloads and the requirements of the Project Manager are met | **√** |  |
| Liaise with client to ensure financial and contractual obligations are achieved, commercial awareness. | **√** |  |
| Experience in following standards and recommending improvements where applicable | **√** |  |
| Strong organisational skills | **√** |  |
| Self-motivated team player | **√** |  |
| A real desire to provide great service to colleagues and clients | **√** |  |
| A methodical approach to work | **√** |  |
| Proficient in Word, Excel, Powerpoint, Outlook | **√** |  |
| Valid UK driving licence / own transport |  | **√** |