|  |  |
| --- | --- |
|  | |
| **Role title** | Project Administrator |
|  | |
| **Department** | Project |
|  | |
| **Business unit or function** | England and Wales Hire |
|  | |
| **Role reports to** | Regional Project Manager |
|  | |
| **Roles managed** | N/A |
|  | |
| **Purpose of the role** | |
| To provide administrative support and assistance with the coordination, implementation and delivery of a variety of projects within a number of industry sectors. You will support and produce documentation including risk registers and project programmes and support the project team to ensure effective cost and programme control at all times. | |
| **Accountabilities of the role** | |
| * Assist the regions Project team in ensuring that all Projects are delivered in accordance with all appropriate Health and Safety, CDM regulations and good practice in line with the Portakabin Site Operations Manual. * Manage all correspondence, documentation and information relating to project delivery in accordance with Portakabin Project Delivery and Document Control standards. * Assist with the coordination and control of Projects, using MS Project software, within the designated area of operation, working to planned costs and within agreed timescales. * Provide administrative support as required to ensure compliance with all legislation, codes of practice, industry guidelines and/or Company procedure/Policies relating to Health and Safety. * Assist with the production of Method Statements, Risk Assessments, Drawings and Delivery Schedules on a project specific basis. * Have an awareness of project budgets and build an understanding of planned and actual costs utilising the Portakabin Site Operations Calculator. * Support the identification and monitoring of project risk or opportunity, plan and implement responses to them and contribute to risk registers * As appropriate liaise with all functions and sub-contractors to support projects are completed within agreed timescales and planned costs.   Administer and process reports following initial project assessment to assist in creating an accurate project quote using the Portakabin Site Operations Calculator & SAP. | |
|  | |

**Competencies, Skills, Qualifications & Experience**

**Essential** attributes are the minimum requirement for a role holder. Without these attributes, the role could not be performed. **Desirable** attributes would enable the candidate to perform more effectively, but they are not critical to the role.

|  |  |  |
| --- | --- | --- |
| **Competency, Technical Skill or Knowledge** | **Essential** | **Desirable** |
| Monitors performance against deadline and milestones | X |  |
| Listens, consults others and communicates proactively | X |  |
| Works in a systematic, methodical and orderly way | X |  |
| Gathers comprehensive information to support decision making | X |  |
| Adapts interpersonal style to suit different people or situations |  | X |
| Gains clear agreement and commitment from others through persuading, convincing and negotiating |  | X |
|  |  |  |
| **Qualifications** | **Essential** | **Desirable** |
| Good level of numeracy/literacy. | X |  |
| GCSE Maths and English at Grade 4 or above (or equivalent grade). | X |  |
|  |  |  |
| **Previous Experience** | **Essential** | **Desirable** |
| Solid understanding of various software packages  Including MS Excel and PowerPoint | X |  |
| Strong administrative experience in a client facing role | X |  |
| Proven organisation & planning skills | X |  |
| Knowledge of SAP |  | X |
| Experience working within customer service |  | X |

|  |
| --- |
| **Organisation Chart** |
|  |