



JOB DESCRIPTION

Job Title Project Administrator (Refurbishment)

Responsible to Director of Customer Services

Hours of Work 40 per week, but additional hours may be required to fulfil the responsibilities of the role.

Place of Work This position is based at Brandon but may involve travel from time to time.

Main Purpose of Job

Ensure the smooth and efficient running of the project workload providing support both through administrative and operational activities.

Key Tasks

- ❖ Be the first point of contact for suppliers and purchasing.
- ❖ Ordering and tracking of project materials
- ❖ Monitor project progress and ensure customers are kept well informed of expected timelines for their project
- ❖ Monitor engineers and surveyor diaries; keeping abreast of changes and altering material schedules accordingly.
- ❖ Accepting deliveries and monitoring stock levels; chase outstanding orders where required.
- ❖ Schedule and dispatch customer orders on company transport or courier.
- ❖ Project document control and record keeping

Skills, Knowledge & Experience

- ❖ Construction industry/domestic refurbishment experience beneficial but not essential.
- ❖ Proven work experience as a Project Coordinator or similar role
- ❖ Solid organisation skills, including multi-tasking and time-management
- ❖ Strong interpersonal and team working skills
- ❖ Strong IT skills including MS Office products
- ❖ Willingness to work as part of a team and to be open-minded and cooperative
- ❖ Commitment to meeting deadlines and able to work under pressure
- ❖ Flexible attitude towards work
- ❖ Dependable and reliable
- ❖ Willingness to undertake any necessary training for the role