

## JOB DESCRIPTION

### PROJECTS SUPPORT ADMINISTRATOR (12 Month Contract)

Due to recent expansion, and being awarded a number of large contracts, we have an opportunity for a temporary Project Support Administrator (circa 12 month contract) to join our existing team.

This is a full time role, however we would consider part time hours (minimum 30 hours per week). You must hold a full driving licence as the role will require some attendance a site meetings to support the Contracts Manager, and Projects Director.

#### Main Purpose

To provide both clerical and administrative support to the Director of Hawkins Projects Ltd.

#### Reports To

Projects Director

#### Key Accountabilities

- To provide a clerical and administrative service for Projects using a variety of software packages which will include letters, quotes and report typing, keeping diaries, taking and typing of minutes and agendas of meetings, dealing with telephone and email enquiries all within agreed time frames.
- To attend site meetings to support Contracts Managers.
- To liaise with sub-contractor and customers as required and ensure efficient communication between all parties.
- To arrange meetings/appointments and organise travel arrangements and accommodation for both visitors and Hawkins' employees.
- Devising and maintaining office systems and run regular reports as required by the Projects Director.

#### Person Specification

- Highly motivated and assertive.
- Professional and presentable.
- Experience in a similar role.
- Excellent touch typing skills.
- Attention to detail and highly accurate.
- Good time management.
- Experience and competent in using MS Word, Excel, Powerpoint and Outlook.
- Positive attitude and disposition.
- Excellent communication skills both oral and written.

October 2018

- Flexible attitude to work as additional hours and duties will be required from time to time.
- Reliable, hard working, honest and trustworthy.
- Confident telephone manner.
- Ability to manage pressure and conflicting demands and prioritise tasks and workloads.
- Ability to plan your own work, work on your own initiative and meet deadlines.
- Full driving licence is essential.

Please send your CV to [louise.hawkins@hawkins-group.co.uk](mailto:louise.hawkins@hawkins-group.co.uk)

