

January 2020

JOB DESCRIPTION

PROJECTS ADMINISTRATOR

Main Purpose

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

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 support the Continuous Improvement Leader in ongoing CI projects.
- To attend site meetings to support Project 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 and Managing Director.
- To help plan and organise any conferences, entertaining or business activity when required.
- To support Hawkins Group business projects as and when needed.
- To provide Hawkins Group administration including buildings, fleet and Plant management.
- To assist colleagues across Hawkins Group and its subsidiary companies with the ongoing Quality Management System to ensure ISO 9001:2015 is achieved and maintained.
- Any other duties as required by the Projects Director.

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Person Specification

- Highly motivated and assertive.
- Professional and presentable.
- Experience in a similar role.
- Excellent touch typing skills.
- Attention to detail.
- 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.
- 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.

