

JOB SPECIFICATION – Project Administrator, Doc. Controller

JOB TITLE:

Project Administrator Document Controller

REPORTS TO:

Head of Fire Suppression – UK & Europe

LOCATION:

Site based – Hybrid - Remote

JOB DESCRIPTION:

The role will involve administration duties as requested by the operations team and project managers.

ROLES & RESPONSIBILITIES:

- Raising purchase orders and liaising with suppliers.
- Documentation control for projects and liaising with customers.
- Ensuring engineers documentation is issued and returned.
- Provide technical advice to customers and internal team.

PERSON SPECIFICATION:

- IT competent specifically with Microsoft packages (Word, Excel).
- Flexible with working hours.
- Ability to work unsupervised with capability to problem solve.
- Excellent organisational, communication, and leadership skills.
- High attention to detail and ability to work under tight deadlines.
- Willingness to learn and develop within a growing organisation.
- Full clean UK driving license essential.
- Be a positive, friendly and a strong confident communicator.

EMPLOYEE BENEFITS PACKAGE:

- Private Healthcare Scheme.
- Pension Scheme.
- 22 days annual leave, plus UK public Bank Holidays.
- Additional day of annual leave for your Birthday.
- Opportunity for continued professional development.

TRAINING:

Opportunities for training and continuous personal development.

**If you are interested in this position
please contact**

enquiries@criticalbusinesssolutions.com