

# 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](mailto:enquiries@criticalbusinesssolutions.com)

Critical Business Solutions LTD is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We encourage individuals from all backgrounds to apply.

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