

Project Support Administrator

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Company: PDA Search & Selection

Location: Chadderton

Category: management

Job Title: Project Support Administrator

Location: Chadderton - Office based.

Salary: £23,896.00 per annum

Hours: 37.5 hours a week. Monday to Friday.

Our client, one of the UK's leaders in providing innovative construction and engineering solutions for clients within a variety of sectors including Retail, Health, Education and Commercial, now has an immediate need to employ a reliable Service Controller to work across their internal business divisions who will deal with all administrative duties across defined FM contracts.

Job Function:

The position of "Project Support Administrator" has become available from the CBES Chadderton office, reporting to the Project Manager or appointed deputy. The core role and responsibility of the Project Support Administrator is to manage the documentation required for the projects being undertaken for our clients. This key function is undertaken to ensure complete visibility is achieved on the required H&S, schedules and design

documentation demands.

Principle Accountabilities:

- * Working closely with Project / Senior Managers in the preparation of project file
- * documentation, H&S information, and site podiums to enable operations in accordance with CDM.
- * Detailing engineer RAMs, H&S assessments.
- * Assist with the creating and compiling of reports for Senior Management upon request.
- * Answering email and phone queries from client stores and colleagues regarding multiple
- * systems.
- * Ordering of kit, lifters etc as instructed by the relevant Manager.
- * Preparation and planning of small works quotations.
- * Communicating with the Project Manager to ensure the timely completion of all project works including asset renewal.
- * Facilitating site deliveries to minimise operational disruption within the customer's premises.
- * Ensuring all project drawings are updated and commissioning documents are completed and
- * returned to the Fire & Mechanical team.
- * Ensuring all internal engineers and subcontractors have the relevant Health and Safety

- * documentation and have current CSCS, IPAF & PASMA cards.
- * Preparation of O&M / H&S Manuals following the successful completion of a project.
- * Monitoring customer portals (Mercury / Simple Compliance) ensuring we are actioning client's requests.
- * Updating WIP (work in progress) and POW (programme of works) on a daily basis.
- * Booking in jobs with different sites.

Key Experience Required:

- * Critical thinking and problem solving
- * Able to grasp new concepts quickly and efficiently
- * Time management and self-motivated
- * Confident and professional phone manner
- * Comfortable working under pressure and able to cope with time sensitive requests.
- * Efficient with Microsoft suit of program

To apply for this role please submit your full and up to date CV to Oliver Fox at PDA SEARCH & SELECTION LIMITED.

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