



Project Administrator

If you wish to apply please email your CV and covering letter to:
recruitment@rjm-international.com



Working Hours

Mon-Fri



Salary

Competitive



Location

Winchester



Contract Type

Full Time, Permanent

Why work with RJM?

RJM International is a world-leading, engineering technology business that enables energy producers to transition to efficient, reliable and cost-effective low carbon generation - and we looking to expand our team to meet market demand.

RJM's twin-track approach is to support existing assets which have decades of operating life remaining, by reducing their emissions and carbon footprint and to support the biomass and Energy from Waste sector to improve reliability and performance.

We are actively working with our customers in their efforts to reduce their carbon footprint, whether that is by improving efficiency, fuel switching such as from coal to gas or biomass co-firing / conversion. Our projects require bespoke solutions which demand technical and commercial creativity in order to meet our customers' needs. Over the years we have won many awards for innovation including "The Queen's Award for Enterprise: Innovation".

RJM works across several sectors, from utility generators to industrial energy users. We work on all types of plant and boilers from 1,000MWe power units to 100MW gas-fired boilers. Our knowledge base covers all types of fuels and all firing systems. We are also very active within the biomass and Energy from Waste markets where we resolve issues encountered in bubbling bed combustors/gasifiers and grate combustion units.

Through steady expansion, RJM has grown its expertise, technical ability, and knowledge to provide clients with a wide range of engineering-based products and consulting services. We operate globally and successful candidates will have the opportunity to work in different parts of the world on a range of exciting projects.

From our Head Office in Winchester, we also provide support to our offices in Singapore, Malaysia and the USA, and there are opportunities to work in these regions.

About the Job

The Projects Administrator provides clerical support for the projects team. Support for project engineers, project managers and sales manager will be a key part of the role. The Project Administrator will be involved with all aspects of the business from proposal generation to project support

Key Responsibilities

- To assist with tender/RFQ data collection and summarisation
- To assist with proposal generation including compiling of standard RJM documents and compiling proposals, ensuring the correct submittal procedures are followed.
- Ensure suppliers details are kept up to date and records of confidentiality agreements, suppliers' insurance and suppliers' details.
- To create, log and issue POs and invoices as directed
- To help create and maintain project update documents/charts.
- Detailed document filing as per RJMs QMS procedures.
- Generate and compile QA packs.
- To assist in document formatting and comparison checking
- To assist the Administration Manager with travel bookings as required
- To answer phones/support the Administration Manager as required

Knowledge, Skills and Educational Requirements

If this role is of interest, but you do not meet all the criteria, please still get in contact. We would be interested to see what you can offer.

Required:

- NVQ level 3 or equivalent (A-level)
- Adequate level of technical understanding
- Excellent English and grammatical skills
- Excellent computer skills including demonstrated experience in the use of Microsoft products.
- Strong planning and organising skills with demonstrated ability to manage details.
- Ability to interface at all relevant levels of client organisation

Desired:

- Power station/energy related business experience
- Microsoft Project Experience
- Additional language skills

Benefits

- Subsidised private healthcare
- Discretionary Bonus Scheme
- Pension
- Death in Service Benefit
- Opportunities for flexible working
- Continuous development opportunities

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