

RJM International Job Description

Job Title: Projects Administrator

Department: Engineering

Reports To: Section Heads (as required)

Summary:

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

Specific 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 comp checking
- To assist the Administration Manager with travel bookings as required
- To answer phones/support the Administration Manager as required

Work Location: Winchester, UK

Travel: Generally Winchester based, there may be instances where travel in the UK or international travel will be required

Knowledge, Skills and Education Requirements:

- NVQ level 3 or equivalent (A-level)
- Good 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

Desirable:

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