



Role profile

Job details

Job title	Project Administrator
Reports to	Site Manager
Department/Business stream	Southern

The main purpose of the role:

The Project Administrator will be responsible for providing accurate and efficient administrative support to the Project Delivery team.

Main duties and responsibilities

- Managing logistical coordination including FORS and CLOCS integration.
- Compiling and updating various project reporting requirements, data management and reporting, document control management and managing data through EDMS.
- Experience in Project Administration and Coordination on large civil and infrastructure projects.
- Develop, implement and maintain management reporting data to produce program controls reports.
- Experience in document control management as part of large civil and infrastructure projects.
- Track record in working within collaborative, high performing teams in terms of technical Assurance.
- Skilled in working collaboratively with others in a complex integrated environment.
- Supporting and recording change control.
- Scheduling visits and meetings.
- Assist with meeting minute taking as requested and distribution of notes following on from the meeting.
- Liaising with clients.
- Briefing project teams, contractors, and suppliers.
- Ensure all data entered Site Diary is accurate.
- Order and maintain stationery supplies and other miscellaneous office items required on site.
- Establish and maintain an efficient filing and archiving system.

Collaborative Working

- Build collaborative working relationships within the project team, the Client's team and with the wider supply chain to enhance efficiencies and Barhale's reputation on the project.
- Challenge existing processes to improve the flow of information between the project teams

Audit and governance

- Ensure project communications/administration systems comply with internal and contract governance standards



<p>Key measures & targets</p> <ul style="list-style-type: none"> • Maintain an effective administration process for the project. • Develops, implements and maintains management reporting data to produce program control reports. 	<p>Key relationships</p> <ul style="list-style-type: none"> • Internal team discipline managers. • Client's project team. • Key supply chain representatives.
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Person specification

Criteria	Requirement	Essential/Desirable
Knowledge, Skills & experience	• Administration experience working on large scale infrastructure projects.	E
	• Knowledge of EDMS systems such as SharePoint.	E
	• Proficient with Microsoft office packages - (Word/Excel/Outlook PowerPoint).	E
	• Experience in management of logistics coordination including FORS and CLOCS integration.	D
Personal Qualities	Ability to multitask.	E
	Strong written and oral communication skills.	E
	A proactive approach to work.	E

How to apply:

Please send your current CV and covering email outlining your suitability for the role and quoting the reference number to careers@barhale.co.uk.

We are an equal opportunities employer. We are determined that no job applicant or employee receives less favourable treatment on the grounds of sex, pregnancy or maternity, gender re-assignment, sexual orientation, religion or belief, marriage or civil partnership, age, race or disability. All information will remain confidential to Barhale and will be handled in accordance with the requirements of the Data Protection Act.