

PROJECT ADMINISTRATOR

JOB REF: 0603

Our client is the UK and Ireland's largest steel lintel manufacturer and are the leading producer of "special" custom-made lintels to suit individual design requirements and exact specifications. Due to continuing growth, they are now looking for a Project Administrator to be based in their Cookstown office.

Job Purpose

The company are looking for a dynamic individual who is self-motivated, well organised with good communication skills and sound business awareness. Upon completion of 'on-the-job training', the successful candidates will be expected to work on their own initiative within a vibrant team, and liaise directly with their customers. This demanding and challenging position offers an excellent opportunity for a self-motivated individual to join a progressive company and to develop an exciting career. Selected candidates must be enthusiastic and be prepared to work hard.

Responsibilities:

- Provide support to Technical Team of Engineers and Detailers
- Provide support in monitoring email enquiries, print and pass to relevant engineer
- Log technical enquiries and quotations on to system, and ensure system is up to date
- Complete follow-up calls to customers
- Run reports as required
- Undertake routine administrative tasks such as filing, emailing, word-processing, photocopying and printing
- Provide technical support to Engineers and Detailers
- Project Manage job through the manufacturing process
- Inputting of orders
- Ordering of products as required

Person Specification

- Experience using Microsoft Excel and CRM is desirable
- Ability to work on own initiative and as part of a team
- Good organisational skills
- Excellent communication skills

- Ability to work under pressure and prioritise workload
- Innovative and forward-thinking approach to work
- Knowledge of the construction industry is desirable
- Previous experience in a project management role is desirable

Contact Donna McGurk on 028 8676 0044 for a confidential chat or submit your CV via the link.

The Company reserves the right to vary criteria at the shortlisting stage.

Spectrum Employment Solutions is an equal opportunities employer and welcomes applicants from all backgrounds.

DATA PROTECTION

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