



Project Administrator (Full-time)

We are looking for an enthusiastic and highly organised experienced Administrator to join an established Practice in the centre of Banbury. This is a friendly yet busy team so you will be comfortable working at pace and will bring excellent organisational and administrative skills to the role. We believe in 'added value', so providing confident, professional and pro-active support is essential.

The successful candidate will have

- Strong organisational skills
- Presentation skills and attention to detail
- Excellent keyboard skills
- The ability to manage pressure and conflicting demands, prioritising workload
- Excellent oral and written communication skills
- Tact, discretion and respect for confidentiality
- A pleasant, confident telephone manner
- Reliability and honesty
- Strong I.T. skills (Word, Excel, Outlook)
- Team Player ability, with the competency to work on your own initiative
- Previous use of Adobe In-Design (*desirable but not essential*)
- Project management skills (*desirable but not essential*)
- A professional, positive, can-do attitude

Duties would include

- Researching and locating documents via the internet using Search Engines, Government websites or Local Authority websites.
- Assisting in the production of exhibition material, to include display board, leaflets, letters, and mailings
- Assembling planning applications and appeals, and submission thereof
- Setting up hard copy and electronic files, saving project documents accordingly in a timely manner
- Monitoring applications, appeals, and deadlines on behalf of the planning team
- Maintaining project monitoring lists, and reporting thereon
- Liaising with colleagues to drive projects forward, and provide Client updates
- Managing incoming calls and messages
- Managing incoming emails, your own and support to colleagues, actioning and forwarding, ensuring Client response is efficient and effective
- Client project management
- General administration support to the planning team to include scanning, printing and photocopying
- Typing documents, reports and emails
- Formatting and proof-reading documents
- Preparing core documents
- Assembling complex files
- Producing weekly Client position statements
- Liaison with 3rd parties, obtaining quotations and monitoring lead-times
- Attendance at Exhibitions, supporting the planning team to set up and meet and greet

Rewards

Alongside a competitive salary, as Project Administrator, you will also benefit from:

- Bonus scheme
- Pension Scheme
- Sickness Scheme
- Generous annual leave

Location

Based in our Banbury office, with a requirement to work from our Leamington Spa Office, as required.

Hours

09:00 – 18:00, Monday to Friday, with a 1-hour lunch break

The position would suit someone who is reliable, personable, flexible, confident, with the ability to communicate at all levels. And Ideally used to dealing with a busy and varied workload with an ability to remain calm under pressure. Providing the opportunity for you to set up, and develop the role with the support of your colleagues and management becoming an integral part of the Practice.

Please write to:

Hazel van der Merwe

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