

Project Administrator – Office-Based | Cross Hills

Salary: £26,500–£29,000 per annum (depending on experience)

Are you organised, proactive, and ready to make a real impact in a growing engineering business? Brooksbank Valves Ltd is looking for a **Project Administrator** to support the Senior Project Manager in managing customer project orders. This is a **full-time, office-based role** at our Cross Hills facility, ideal for someone who thrives in a structured environment and enjoys working collaboratively across teams.

Key Responsibilities

As a Project Administrator, your tasks will include:

- Under supervision, preparing documentation such as quotations, order development reports, amendments, works orders, and pro-forma invoices
- Reviewing purchase orders (POs) for compliance with original offers, flagging deviations or additions
- Organising and minuting project meetings, following up on actions
- Collaborating with colleagues across departments to improve procedures and enhance workflows
- Preparing shipping documents for project deliveries and raising customer invoices
- Providing cover for the sales admin team during absences
- Assisting with the review of project specifications and customer terms and conditions

What We're Looking For

- Strong communication and relationship-building skills, both internally and externally
- A motivated and commercially aware individual with sound decision-making abilities
- Computer literacy, especially in Microsoft Office; experience with MRP systems would be beneficial but not essential

What We Offer

We value our employees and offer a competitive and supportive package, including:

- 💰 **Annual salary: £26,500–£29,000**
- 🌴 **33 days holiday** (including bank holidays)
- 💵 **Pension scheme:** 8% combined contribution (4% employee, 4% employer)
- 🕒 **36.5 hours/week, Mon–Fri**, with a **flexitime system** and **early finish on Fridays**
- 🤒 **Paid sick leave** (after six months' service)
- 🅅 **Free onsite parking**
- ❤️ **Employee Assistance Programme**, including access to professional counselling
- 🕊️ **Death in Service benefit**
- 🚲 **Cycle to Work scheme** and **onsite shower facilities**
- 🧢 **Dress-down Fridays**
- 🎄 **Company-wide shutdown at Christmas**
- 💵 **£1,500 employee referral bonus** for successful hires

Security and Eligibility Notice

Employment is subject to UK security restrictions and BPSS screening. UK work eligibility without sponsorship is required.

📧 **Ready to apply?** Join a trusted name in valve solutions and play a key role in ensuring our projects run smoothly and professionally from start to finish. Then email jobs@brooksbank.co.uk

No agencies