

Project Administrator

This is an exciting opportunity for an organised and motivated **Project Administrator** to join our projects team.

The successful applicant **must** have a keen eye for detail, willingness to learn and ability to work in a fast-paced environment and the willingness to roll up their sleeves and muck in. We are looking for an effective communicator who is keen to join our team and develop within the role.

Brooksbank Valves are one of the UK's leading valve manufacturers of high-quality isolation valves and actuation packages for the Oil & Gas, Naval Marine, Fine Gas & Chemical markets.

The main responsibilities of the role are:

To assist and support the activities of the Project Team in all activities relating to customer project orders.

- Under supervision, preparation of written order related documentation including but not limited to product and parts quotations (offers) with technical/commercial elements, order development reports, order amendments, works orders and pro-forma invoices.
- Under supervision, conduct PO (purchase order) reviews to ensure that the PO complies with the offer and that additions and/or deviations are noted and actioned.
- Run project meetings including recording and publishing of meeting minutes and chase outstanding actions.
- Prepare shipping documentation and related documents for project shipments and raise invoices accordingly.
- Provide cover for sales administration during periods of absence ie holiday and sickness to ensure continuity of this function.
- Under supervision, review of terms and conditions/ project specifications.
- Attend internal customer expediting visits.

Competencies / Personal Attributes

- You will be able to demonstrate strong negotiation, relationship building skills along with good communication skills across different levels internally and externally with customers and suppliers.
- You will have the drive and motivation to deliver on-going cost reductions for the business, and you will be a clear and confident decision maker with a commercially focused approach.
- You must be computer literate in Microsoft packages with a working knowledge of MRP systems.
- Flexibility to embrace change and changing working requirements.

In return we offer:

- Competitive salary in line with the experience and benchmarked salary levels.
- Holiday entitlement of 25 days running January to December, per annum plus bank holidays.
- Pension contributions above statutory rates.

- 36½ hour working week with 1pm on Friday.

The successful candidate will need as part of the process to: (i) satisfy basic eligibility criteria/certain conditions of employment (e.g. nationality rules/right to work); (ii) provide appropriate documentation to verify ID, nationality, employment and/or academic history, criminal record (unspent convictions only); and undergo UK Baseline Personnel Security Standard checks. Due to the nature of the work performed and the requirement of the client contracts that we hold, these security checks are required and in order to pass these Personnel Security checks you must hold a current British Passport.

IF YOU FIT THIS CRITERIA, PLEASE APPLY IN WRITING WITH CV AND COVERING LETTER STATING YOUR SALARY TO jobs@brooksbank.co.uk

No agencies