



<b>Position Contract – Project Administrator</b> <i>Agreement to fulfill the accountabilities of the job</i>	
<b>Job Profile</b>	
<b>Position Title:</b>	Project Administrator
<b>Company Background:</b>	<p>ABEC is a Building and Energy Management System Specialist carrying out new Installations, Upgrades, Maintenance, Energy Management Services and more recently deploying Building Analytics and IoT Solutions.</p> <p>This is a fast-growing company operating in the UK &amp; Ireland and Europe with exciting growth and expansion plans. The main offices are in Tewkesbury and Wokingham with most of the workforce being mobile or remote.</p>
<b>Purpose of the Role</b>	The Project Administrator will be responsible for working with all project roles and teams acting as a central repository for project division, covering off all project related administrative duties.
<b>Division/Department:</b>	Projects Department
<b>Location:</b>	Wokingham Office
<b>Reports to:</b>	James Cornwell
<b>Title:</b>	Quantity Surveyor
<b>Salary &amp; Benefits:</b>	£18,000 - 20,000
<b>Probationary Period:</b>	6 months from start date
<b>Performance Review Date:</b>	6 months from start date
<b>Type of position (FT, PT, apprentice etc):</b>	Full time
<b>Hours of work:</b>	40 hours per week, Monday – Friday (Full Time)

**My duties and responsibilities in this position are:**

1. Carry out project administration tasks from inception to completion including, but not limited to, new project creation, purchase requisitions and project completion packs.
2. Maintaining the ABEC project planner which includes liaising with project teams to get updates on their current projects and availability for further works, as well as inputting all pipeline project data from sales team.
3. Communicate with clients in relation to advising start dates and allocated / planned project team members. Also manage client communications regarding post completion snags / defects where project managers / special project engineers are no longer allocated.
4. All procurement / purchasing for projects division using Sage Construct.
5. Compiling and entering project completion information / documentation including O&M documentation, defect register.
6. Other administrative support to the projects team including, project directories management, document control and inputting of data in to ABEC project system.
7. Processing of project team timesheets using Sage Construct.
8. Liaise with the maintenance department's labour planning staff and look to share staff where cost efficient and where it suits the learning requirements of individuals.
9. Support the projects team with any ordering logistic issues such as arranging adhoc shipments and chasing up missing orders.
10. Provision of Health and Safety Documentation including RAMS to clients.
11. Maintaining trade affiliations / QA and similar accreditations for the projects business
12. To undertake any other duties as requested by senior staff within ABEC

**I will achieve the following results in this position:**

1. Ensure that purchase requisitions are processed in a timely manner, ideally within 12 working hours or as otherwise stated by the requestor.
2. Process requisitions in line with project cost plans to ensure projects stay in budget, with any overspends being queried before they are processed.
3. Projects should be fully set up, including resource allocation and client email sent, within 5 working days upon receipt the purchase order.
4. Project completion packs to be completed within the month of practical completion/final account being agreed.
5. Project team timesheets are processed on a weekly basis and sent for approval before the end of the working month.

**I will meet these standards while working in this position:**

1. I will always demonstrate the ABEC Core Values.
2. I will continually strive to achieve my results.
3. I will always be a strong advocate for ABEC.
4. I will take ownership and accountability for my role.
5. I will adhere to the highest standards of ethical and professional behavior
6. I will role model and adhere to the policies and procedures for the business

<p><b>I already have or will quickly develop the following <u>knowledge, skills and abilities</u> needed for this position:</b></p> <ol style="list-style-type: none"> <li>1. Customer focused approach.</li> <li>2. Be able to demonstrate 'above the norm' ability to problem solve.</li> <li>3. Ability to use Sage Construct system</li> <li>4. Understanding of the industry</li> <li>5. Be able to influence and negotiate with a wide demographic of seniority (of staff).</li> <li>6. Excellent written &amp; verbal communication skills.</li> <li>7. Accuracy and attention to detail.</li> <li>8. Comfortable working as part of a team.</li> </ol>	
<p><b>I have the following <u>experience</u> which is needed for this position:</b></p> <ol style="list-style-type: none"> <li>1. Excellent organisation skills.</li> <li>2. Excellent MS Office (particularly Excel) skills</li> <li>3. Communication skills – ability to liaise with clients</li> <li>4. Experience in customer facing administration activities</li> </ol>	
<p><b>I will meet these <u>other/special requirements</u> for this position:</b></p> <p>n/a</p>	
<p><b>I will follow our Policies and Procedures:</b></p>	<p>Refer to Employee handbook</p>
<p><b>I will start work on / This Position Contract is effective from:</b></p>	<p>TBC</p>
<p><b>Please delete the following Y/N responses as appropriate:</b></p> <p>Y / N I have reviewed and understand this Position Contract.</p> <p>Y / N I commit to doing whatever it takes to be successful in this position.</p> <p>Y / N I recognize that my remuneration will reflect my success and the company's success.</p> <p>Y / N I will always communicate honestly and openly with my employer and colleagues.</p> <p>Y / N I will ask for help when I need it.</p>	
<p><b>Reviewed and agreed to by:</b></p> <p><b>Name:</b></p> <p><b>Position Title:</b></p> <p><b>Signature:</b></p> <p><b>Date:</b></p>	
<p><b>Witnessed by:</b></p> <p><b>Name:</b></p> <p><b>Position Title:</b></p>	



**Signature:**

**Date:**

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