

## Project Administrator

**Start date:** Immediate

**Location:** Canary Wharf

**Contract:** Temp to Perm (6 month FTC with scope to go permanent)

**Salary:** £23,000 per annum, pension, Bupa healthcare, cycle to work scheme

### About the company

At Metropolitan Services we pride ourselves on our ability to consistently deliver work of an extremely high standard. Our attention to detail and commitment to outstanding customer service are key to our continuous growth and success. We are a privately-owned business with a family feel culture, we ensure our staff's job satisfaction and have an excellent employee retention rate to reflect this. We want strong, fun, committed people who strive for success and are passionate about the work they do.

### About the position

Metropolitan Services have a fantastic role for a Project Administrator to assist our Fabric department with a number of live and upcoming projects. The successful candidate will be working closely with the Associate Director, Project Supervisors', Project Managers and Site Teams by providing a framework for them to operate within. The framework typically includes processes of standards such as health and safety and a wide range of administrative tasks. The role of the Project Administrator is to co-ordinate project resources such as people, information, rooms and equipment.

### Our Ideal Candidate

We would like to see administrative experience, preferably within the Building Services industry but this is not essential. You will have experience with providing administrative support to a team of employees, specifically in a reactive working environment. We are looking for someone who has proven initiative and problem-solving ability, with excellent relationship building skills. If you think this could be you, please feel free to apply.

### Key Responsibilities but not limited to:

- Ensuring that projects are run in compliance with the Organisation's requirements
- Providing guidance to project teams
- Maintain and integrate project plans
- Tracking & reporting overall progress
- Administering the project budget
- Planning & scheduling resources for a group of projects
- Monitoring resource utilisation
- Performing quality reviews and ensuring compliance with ISO procedures.
- Ensuring compliance with company H, S, E & Q Management System processes.
- Establishing and maintaining the project documentation library.