

Project Administrator /Coordinator - Portsmouth

A Project Administrator is required for an expanding business in Portsmouth (Hampshire). This position is being offered on a full-time and permanent basis. The role will be office-based and the hours of work are 8.30 am to 5.30 pm Monday to Friday.

Duties and Responsibilities:

- Managing schedules for engineers and allocating resources to projects
- Booking travel and accommodation in line with the budget
- Assisting the Office Manager with administrative tasks
- First point of call for all incoming calls to the office
- Responsible for timesheets, including chasing up and ensuring all details are entered correctly and that overtime has been added at the correct rate
- Collating reports for the Operations Manager
- All associated project administration

Experience Required:

We are looking for a proactive administrator who preferably has previous experience, however, we are happy to consider candidates with previous customer service and administration experience. This role would be perfectly suited to someone who is used to multi-tasking, can work under pressure, and is looking for the next step in their career.

Why should you apply?

- You'll be working in a positive and collaborative workplace
- The workplace is modern and fun to work in
- Free car parking
- Staff days out; previous ones include Victorious, Goodwood and 3FN
- Excellent staff retention and a very happy workforce
- Further opportunities for training and qualifications

Additional Information:

- Free car parking
- 28 days holiday including bank holidays
- Salary up to £23,000 depending on experience

If you feel you have the relevant skills and experience and would like to apply, please email a copy of your CV to amelia@raffertyresourcing.com