

Projects Assistant- Job Specification



Job Title: Projects Assistant

Reports To: Projects Manager

Location: Ulverston (office based)

Hours: 37.5 (flexi time)

Salary: £25,000– £27,000 pa (dependent on relevant experience)

Contract: Permanent Appointment

Start Date: ASAP

Job Summary:

The Projects Assistant is a supporting role to the Project Coordinators and live Projects within the company. The ability to communicate with customers, suppliers and internal stakeholders is essential.

Role & Responsibilities

- Communication of project critical information to internal and external stakeholders.
- Liaise between departments to resolve and help progress slow-moving projects.
- Assisting Project Coordinator with individual tasks (under supervision) which may include (but not limited to):
 - Preparation of project programmes.
 - Completing and submitted order acknowledgements.
 - Kit building.
 - Price checking.
 - Holiday cover.
 - Delivery Logistics

Essential Skills and attributes

- Excellent communication skills
- Time management
- Be Proficient in the use of Microsoft Office Suite of Products
- Excellent attention to detail and strong organisation skills.
- A good team player, keen to support the wider business when necessary

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In return, we can offer a competitive salary along with employee benefits;

- Additional holidays (32 days per year pro rata including bank holidays)
- Flexible working
- Early finish on Friday
- Long service awards
- Loyalty bonus
- Company sick pay scheme
- Enhanced maternity scheme
- On-site parking
- Perkbox – employee discounts scheme
- Internal and external training opportunities
- EarlyPay