**Project Administrator**

**Competitive Salary commensurate with ability and experience (£20k-£25k)**

**Widnes, Cheshire**

**Applications via E-mail to sadams@hutchinsonengineering.co.uk**

**Purpose of Role :**

To provide administrative support to the Projects Department with responsibility for the management of both long-term supply and one-off projects. The role will involve assisting the Projects Team with transactional activities focused on meeting customer requirements and processing these within our business design and production functions to ensure provision of a quality product on time and to budget.

**Company Overview :**

Hutchinson Engineering is one of the UK’s leading suppliers of specialist steel support structures, primarily to the Mobile Telecommunications and Wind-Turbine industries. The business operates in-house Design, Manufacture and Deployment functions from a number of sites located in Widnes, Cheshire, has a turnover of £20m and employs 140 personnel.

**Key Objectives of the Role :**

* To take ownership of support activities within the Projects Department aimed at assisting the Project Managers in successfully aching project goals.
* To assist with project tracking to ensure on-time delivery of the project scope.
* To record activities associated with project compliance, design, specification and product requirements.
* To assist with the processing of project activities.
* To ensure compliance with project documentation and reporting requirements.
* Liaise with all business areas to ensure client and business needs are achieved.

**Additional Role Information :**

 *The successful candidate must demonstrate :*

* An excellent ability in the use of MS Office, Project Databases and similar systems.
* The ability to communicate effectively with colleagues at all levels of the business.
* The ability to successfully communicate with customers at all levels, and to demonstrate ownership of customer requirements within the business.
* 3-month trial period required.
* Hours of works are 8am to 4.30pm, Monday to Friday,
* Your annual holiday entitlement is 21 days, plus Public Holidays.
* The business operates a Profit-Share bonus scheme for all employees.