Job Profile

##### Job title Project administrator

##### Responsible to Operational Manager

##### Direct reports None

#### Overall purpose of job

Play an active role in supporting the project managers in delivering projects to a high technical standard, in line with ISO 9001, 14001 and 45001 accreditations, client liaison relating to project delivery. You will also promote the work of the team through a variety of media, raising our profile and connecting with our clients.

#### Main responsibilities

* Manage queries from our inboxes
* Taking meeting minutes
* Updating project records
* Manage a portfolio of projects throughout the project life-cycle
* Work closely with the Operational Manager, Managing Director and Project Managers to ensure project milestones are being met.
* Liaising with clients, stakeholders, and subject matter experts

#### Personal Specification

##### Experience

* Demonstrable experience in working in an office or busy working environment
* Experience of administration, note taking and report writing
* Experience in collection, management and analysis of data.
* Demonstrable experience in working with MS Office Suite, including Word, Excel, Teams and Outlook.
* A good understanding of the use of social media to publicise and promote work.
* Demonstrable experience in managing projects throughout the project management life-cycle.

##### Skills

* Ability to work as a team and liaise with a wide variety of people
* Ability to work on own and to organise and prioritise work effectively
* Ability to communicate effectively, verbally and particularly in writing

##### Personal qualities

* Enthusiastic with an ability to motivate and energise others
* Dedicated, proactive, adaptable and flexible to your approach to work
* Imaginative, inventive and able to turn ideas into action
* Be personable and a team player with the ability to work on own initiative and independently when required.
* The ability to deal with a wide variety of people in a friendly and professional manner
* Ability to work under pressure, manage diverse workloads and to meet deadlines
* If you are interested or passionate about nature conservation, or just enjoy the great outdoors, it will make the job more rewarding as you will be working with like-minded people.