
JOB ADVERT

Project Administrator

Competitive Salary

Knutsford, Cheshire

Stopford are recruiting for a Project Administrator to join the team to work with highly skilled professionals who are constantly striving to deliver excellence and best practice.

Stopford's business activities are at the forefront of the energy transition and together with our clients and partners, we are playing our part in tackling the biggest challenges of our time: Energy Security; Environmental Sustainability and Energy Affordability.

You will be based at our office in Knutsford with the opportunity for hybrid working. There may be some occasional visits to customer sites. This is a full-time permanent position.

The Role

Reporting to the Projects Group Director and functionally to the relevant Project Managers, the Project Administrator shall be actively involved in the day-to-day delivery of allocated projects, assisting with the weekly administration tasks of the Projects Group and supporting the Project Engineers, Project Managers and Project Group Director.

Key Responsibilities include:

- Provide administration support to the Project Managers/Engineers and Director.
- Organise and schedule project meetings and inductions.
- Take meeting minutes.
- Prepare weekly and monthly progress reports.
- Manage technical queries, requests for information, early warning notices and compensation event /change notes registers.
- Contact the supply chain to expedite documents or responses.
- Support with issuing of documents / request for quotes / invitation to tender if required.

About you

- Experience of working in an engineering and industrial construction environment.
- Excellent Microsoft Office abilities – Word, PowerPoint, Excel, Outlook and SharePoint.
- Knowledge of project management practices and lifecycles.
- The ability to work on mixed discipline projects as part of a wider team.
- Excellent organisational, time management, and decision-making skills.
- Strong English language written and verbal communication skills.
- Eligible to live and work in the UK (with no restrictions)
- Full UK/EEC driving licence

Security Clearance

The successful candidate may be required to achieve and maintain security clearance of at least Security Check level (SC clearance) for this role.

The Company

Stopford is an international energy and environmental engineering company, our professional services span Technology and Innovation, Consultancy and Project Delivery. We are an industry leader with a portfolio spanning research and development through to design and commissioning of process, power, and renewables technology. With a worldwide clientele in emerging and existing industries, we provide a full range of project management and engineering services.

Employment at Stopford brings many benefits including:

- Competitive salary
- Profit related bonus payment (10%)
- Pension (5% employer and 5% employee)
- 25 days holiday plus bank holidays
- Additional day off to celebrate your Birthday
- Private medical insurance
- Employee assistance programme
- Free on-site parking
- Reimbursement of professional membership fees
- Long service awards

Please go to our website for a full job description to familiarise yourself with all of the responsibilities, skills and experience required before you apply.

Please note that we do not accept applications from agencies, and you must be eligible to live and work in the UK (with no restrictions).

We look forward to receiving your CV for the post of Project Administrator.

Closing date: 6 April 2025

Stopford reserves the right to bring forward the closing date if we receive a suitable number of quality applications from which to make a shortlist. Therefore, we would recommend that you apply as soon as possible.

Please note that due to the volume of applications we receive we are unfortunately not able to respond to each applicant. If you have not been called for interview within 3 weeks of the closing date, you should assume that on this occasion your application has been unsuccessful.

Job Description

Position: Project Administrator

Group: Projects

Location: Knutsford, Cheshire

Ambition

Our ambition is to lead the way in engineering a sustainable world through the transition to a low carbon economy.

Values

Our values guide the way we carry out our everyday activities to achieve our ambition:

- Responsibility – Committed to ethical and responsible actions
- Innovation – Innovation to create sustainable value
- Unrivalled expertise – Delivering a world class service
- Inclusivity – Working together with mutual respect
- Sustainability – Awareness at every opportunity

Description

The Project Administrator will assist with the weekly administration tasks of the project group supporting the Project Engineers, Project Managers and Project Group Director.

Reporting to the Projects Group Director and functionally to the relevant Project Managers, the Project Administrator shall be actively involved in the day-to-day delivery of allocated projects.

Key Accountabilities/Responsibilities

As a Project Administrator, you will:

- Provide administration support to the Project Managers/Engineers and Director.
- Organise and Schedule Project Meetings, Inductions.
- Take Meeting Minutes.
- Prepare Weekly and Monthly Progress Reports.
- Manage TQ, RFI, EWN and CE/CN registers.
- Contact the Supply Chain to expedite documents or responses.
- Support with issuing of Documents/ RFQ's/ITT's if required.

Requirements – Education and Experience

- Experience of working in an engineering and industrial construction environment.
- Excellent Microsoft Office abilities – Word, PowerPoint, Excel, Outlook and SharePoint.
- Knowledge of project management practices and lifecycles.
- The ability to work on mixed discipline projects as part of a wider team.
- Excellent organisational, time management, and decision-making skills.
- Strong English language written and verbal communication skills.
- Primarily based at our Knutsford Office with some occasional visits to customer sites.

Company Wide Aspects

- Adhere to Stopford's Business Management System.
- Align with and promote Company Values and Vision

Review

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your role within the organisation and the overall business objectives of the organisation.