

Job Description

Job title	Project Administrator	Date
Reports to (title)		
Contract/Department		Revision
Location		

Job purpose

Describe the overall purpose of the job in two or three sentences.

- A high profile position within the site management team.
- Provide support to project team
- Collate all information throughout project process and prepare for invoicing
- Facilitate the smooth running of each individual project where necessary through administration support

Duties/responsibilities/accountabilities/deliverables

List the main aspects of the job, with an emphasis on duties and responsibilities for junior roles, and accountabilities and deliverables for more senior roles.

- Creation of and management of individual project files, including all archiving and updating of records.
- Ensure the correct paperwork is in place to proceed with the purchasing process. This will include compliance to the EMCOR Procurement procedures. Chasing of members of the project team may be necessary.
- Undertaking JDE purchasing on behalf of the project team. This will include liaison with the EMCOR Accounts Department.
- Logging of all overtime sheets against individual projects and clarifying their accurate input by Head Office.
- Ensure contractors invoices are correct and deal with any discrepancies where necessary.
- Prepare Excel report to the Client and our Financial Controller, indicating completed tasks and invoice status to allow preparation of monthly schedule.
- Attend project meetings with the Client and project team. This will include preparation of reports, taking meeting minutes and making arrangements for the meetings.
- Preparation, submission and monitoring of electronic quotation system.
- Providing support to the Contract/Systems Support team in the event of absences and/or excessive workloads. To be reciprocated where necessary. Support to be managed by Office Manager.

Resource responsibilities

Indicate the typical number of direct reports, financial responsibility, control over subcontractors and any responsibility for assets, systems or outsourced services.

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Person specification

Describe the knowledge, skills, qualifications, personality and experience required for the job.

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| <ul style="list-style-type: none">• Communicate at all levels, a good telephone manner.• Intermediate if not advanced computer skills. Excel/Word experience essential.• A positive approach to work.• Excellent organisational skills.• Able to work under pressure and to meet deadlines.• The ability to work as part of an established project and management team.• Presentable and approachable with good communication skills.• Experience or background in building services advantageous, but not essential.• Keen on personal/career development. |
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Other factors relevant to the job

Enter any additional information which the job holder would need to know, for example: requirement for UK-wide travel, shift patterns, night working, call outs etc.

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Line Manager <i>Signature</i>	
Print Name	
Date	

Job Holder <i>Signature</i>	
Print Name	

Job Description

Date	
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<i>FOR HR USE ONLY:</i>					
<i>Job Grade</i>		<i>EMCOR Competency Level</i>		<i>Training Profile UTC</i>	