

Project Support Officer at Numatic International Ltd, Chard

The Project Support Officer will provide a high-quality administrative support to the team of Project Managers, Project Leads and Programme & Governance Manager to facilitate the smooth running of project office procedures within a busy environment.

The Project Support Officer will carry out a variety of tasks, including responsibility for project support and reporting, including project data analysis, in this role you will maintain focus on Quality Assurance and Post Implementation Audits across all projects

Tasks will include prioritising with minimal supervision, whilst contributing to the success of the PM&G Team and IT&DS Department.

Main Responsibilities

- Co-ordination of training and testing for projects.
- Project Finance co-ordination, tracking and reporting.
- Ensuring Quality Assurance standards across all projects.
- Project Teams Management; creation, standardisation, and maintenance.
- RAID Management and Reporting.
- Co-ordination of PM&G Transformation Tasks
- Be the Webmaster for IT&DS Project Hub.
- Manage lessons Log Management and Reporting.
- Track Deliverables/Change Requests/Exception Report across all projects.
- Event Management co-ordination tasks.
- Co-ordinate Post Implementation Audits for all projects.
- Engage with Suppliers and Stakeholders as required.
- Create and present reports for management.

About you:

- GCSE Level 5 or above (GCSE grade A-C) in English and Maths or relevant work experience.
- Desirable – Experience of project management and/or administrative function
- Demonstrable experience working in an office environment.
- Experience of providing support to middle and senior management.
- Knowledge of the principles of office management.
- Experience of using office and communication systems.
- Demonstrable experience in organising and time management.
- Demonstrable experience of showing ability to follow verbal and written instructions, read and comprehend written materials.
- Ability to work under pressure; be results driven.
- Ability to apply and explain rules and regulations.
- Ability to work independently and as part of a team, using own initiative.
- Ability to establish and maintain effective working relationships.
- Strong, prioritisation skills with ability to manage competing, conflicting demands.
- Excellent communication skills, ability to communicate verbally, written and via presentation according to the audience.
- Good influencing skills.
- Strong attention to detail.
- Strong IT skills, including Word, Outlook, Excel and PowerPoint.

Salary: £25,000 per annum

How to apply:

Please send your CV and covering letter to jobs@numatic.co.uk

Closing date: 19th January 2022

