

Staff Recruitment

JOB DESCRIPTION

Job Title: Project Administrator
Reporting to: Operations Manager
Location: Higham Ferrers, Northants NN10 8DN

Key Objective:

DLT Engineering can trace its links to historical companies formed in the 19th century. As such, the Company has a long and distinguished history in the construction of landmark structures around the world, particularly iconic bridges and buildings. DLT Engineering continues that tradition with international involvement in exciting and high profile projects in a range of industries. The Company's principal focus is the design, manufacture and operation of specialist equipment and temporary works for the construction of bridges, buildings, offshore structures, refineries, power stations and industrial plants. We have particular expertise in the erection of long span suspension and cable stayed bridges and in the engineering for specialist modular construction including heavy lifting and skidding operations. Details can be found at www.dormanlongtechnology.com.

DLT Engineering is a dynamic, technology-driven company which encourages its employees to interact, innovate and develop within a supportive, close knit environment.

Project Administrator Job Role:

We are looking for a Project Administrator to join a growing team offering support to engineers within the Operations Department. The role requires an organised and analytical individual, preferably with experience in working in engineering or manufacturing. After an initial period of on the job training, we anticipate that the successful candidate will use their knowledge and skills to develop rapidly into a valuable member of the team to:

- Assist with commercial administration of projects
- Maintain project document control and other general administrative aspects of running our projects.

Job Duties:

- General administrative support for the Operations team
- Maintenance of project filing systems and document control
- Liaison with suppliers and creation of draft purchase orders for approval.
- Creation of commercial / shipping documents and submit documents for Letters of Credit
- Create and issue outgoing sales invoices
- Credit control
- Maintenance of project accounting systems and other spreadsheet databases
- Pack packages and book dispatch with courier
- Produce and maintain necessary operations documentation
- Ensure employee training records are kept up to date and arrange training courses
- Assist engineers with maintenance and documentation to CMS and EHS systems
- Arrange travel itineraries and logistics for all employees
- Collect and process monthly project timesheets; prepare monthly overtime summary for payroll processing
- Monitor the procurement process and expedite deliveries from suppliers
- Arrange and manage bank bonds, insurances and guarantees as required
- Work in accordance with the Company's 9001, 14000, 18000 accredited management system.

Requirements:

- Experience working within an engineering office environment would be useful
- Excellent written & communication skills
- Excellent numeracy skills
- Advanced Microsoft Office skills particularly Excel spreadsheets

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- Confident in dealing with international customer and supplier enquiries by phone and email
- Strong attention to detail
- Excellent organisational and time management skills
- Able to work on own initiative and to self-imposed schedule and quality levels
- Willingness and ability to work to project deadlines
- Flexible and eager to take on new responsibilities.