

**JOB TITLE:** Projects Administrator

**LOCATION:** Avonmouth

**REPORTS TO:** Head of Planning and Development

**RESPONSIBLE FOR:** Office Administration

**INTERACTS WITH:** Chief Engineer, R&D Manager, Head of Planning and Development, IT Development Manager

**HOURS OF WORK:** 8am to 4pm, Monday to Friday with a ½ hour unpaid break

**DATE OF ISSUE:** March 2023



### JOB PURPOSE

Reporting to the Head of Planning & Development, the job holder will have a close working relationship with the Avonmouth Head Office Team to ensure that all site admin and office records (appropriate to their areas of responsibility) are recorded, processed, and maintained in an accurate and diligent manner.

### KEY DUTIES

The job holder will need to build strong relationships with external customers (where appropriate) and suppliers to ensure customer service and satisfaction levels are kept at the highest possible level, whilst keeping an objective and balanced view that O.C.O is achieving 'best value'.

Maintain and record all inward and outward supplies, checking and verifying against various supplier invoices. Whilst some systems already exist for recording deliveries, these need to be consistently reviewed, improved and standardised as appropriate.

Act as the first point of contact for visitors, customers and suppliers including invoice/statement questions or queries.

Carry out recurring administrative tasks e.g. gathering information and preparation of monthly agenda items, reports and action lists, processing expenses, managing travel & accommodation etc.

Issue purchase orders and maintain records, logging receipt of goods and invoices, with routine and regular reviews of outstanding items using the company's Purchase Control system

Maintain relevant staff records confidentially for the team, and provide all necessary information Sick Pay, Holidays etc.

Undertake occasional ad-hoc cost/benefit analysis where directed, being able to independently research and obtain quotes from alternative suppliers and/or research the matter in more detail to be able to reach a conclusion or to be able to offer alternative suggestions.

To control and be in control of all matters involved within the department, including stationery, general site provisions and specifically agreed areas of stock and inventory control.

To ensure the office is maintained in a clean and tidy condition.

Develop good working relationships with external stakeholders and suppliers in a professional manner to ensure the best interests and reputation of O.C.O are preserved and enhanced.



ISO 9001  
ISO 14001  
OHSAS 18001

Certificate Number 11259

Norfolk House, High Street, Brandon, Suffolk IP27 0AX  
+44 (0)1842 812 229 - info@oco.co.uk - oco.co.uk

O.C.O Technology Ltd. Registered in England. Company No: 07247345  
Registered office: Montague Place, Chatham Maritime, Chatham, Kent ME4 4QU

Maintain a high level of awareness within the site for Health, Safety, Welfare and Security matters and in this respect lead by example and take a pro-active approach.

Any other duties as dictated by the Head of Planning and Development Manager and within the skills and knowledge of the jobholder will be expected from time to time.

A willingness to learn new skills to provide holiday and sickness cover as and when required.

The role will, by its very nature, expose the individual to a high level of confidential information which needs to be treated and maintained with the upmost confidence.

### ESSENTIAL SKILLS / EXPERIENCE

Accurate, diligent, organised, conscientious and experience of dealing with confidential/ private matters.

Willingness to be innovative, work under own initiative, with strong organisational skills, being able to plan, prioritise and organise various tasks at the same time.

Sound judgement skills with a rational and flexible approach to work.

Strong communication and people skills, with the ability to communicate clearly and concisely at all times, both in writing and verbally, with high importance given to providing excellent customer service.

Must be well versed in Microsoft Office especially Word, Excel and Outlook.

Self-motivated and a willingness to learn new skills and business computer systems.

### DESIRABLE SKILLS / EXPERIENCE

Trained in Health and Safety and/or First Aider.

Experience of working in the construction, research, or IT industries

Note-taking skills and experience.

