

# JOB DESCRIPTION

**JOB TITLE:** Projects Administrator  
**WORKING HOURS:** 37.5hrs per week  
**LOCATION:** Sunbury-on-Thames

## ROLE SUMMARY

Reporting directly to the Projects Ops Management team, the Projects Administrator will contribute to the effective and flexible performance of the Projects Department by supporting the back office functions for the Projects Engineers, Project Managers, Transition managers a number of Operations managers and their teams.

## DUTIES & RESPONSIBILITIES

Core Duties include organise and archive documents, fulfil document retrieval requests, print documents/drawings, maintain and improve documentation processes.

Projects Administrator's responsibilities include, but are not limited to:

- To function as the primary document controller for the projects department.
- To produce supporting documentation for projects during and on completion of the project. This includes the control and flow of documentation provided below:
  - Completing Technical Submissions for design packs and operation manuals.
  - Printing of systems and room drawings.
  - Compile requested documentation and publish on document management system.
  - Compiling engineering project package to assist on-site works.
  - O&M manuals.
- Ensure that final documentation packages are prepared in a timely manner.
- Perform other activities and assume further responsibilities as projects demand and/or a directed by the Projects Operations Management Team.

## SKILL SET REQUIREMENTS

- Attention to detail.
- Excellent verbal and written communication skills.
- Excellent organisation and planning skills.
- Proficient with computers and standard office programs such as Windows, Excel, Word.
- Ability to work effectively within multilayer teams.
- Work well in a fast paced environment.
- Intermediate analytical experience.

## WHY WORK FOR AVMI

- Be part of a fast-growing company working with some of the world's biggest brands
- Ambitions to become a global player (recent office openings in New York and Hong Kong)
- An evolving business that provides great opportunity for development and progression
- Full training program provided
- Great team environment