

## **Project Administrator, Cambridgeshire, £Neg**

A successful subsidiary of a \$ multi-billion organisation based in Cambridgeshire, is seeking a Project Administrator to work closely with the Project Leader on all bespoke projects with the opportunity for professional/personal development/mentoring and a succession plan. Working closely with an overseas third-party supplier and communications with the US, you will require the ability to manage projects effectively around different timelines. With excellent interpersonal and team work skills you'll have exposure working within a manufacturing/procurement environment with a minimum of 6 – 12 months managing projects.

### **Responsibilities Include:**

#### **Project Planning:**

- Assist in defining project scope, objectives, and deliverables.
- Help prepare project plans, support the creation of project schedules and timelines.
- Familiarise with product lines

#### **Coordination and Communication:**

- Act as a liaison between clients (if appropriate), stakeholders, and project teams.
- Communicate project status, progress, and issues to all participants.
- Coordinate and follow-up with project activities, resources, and information.

#### **Projects Execution and Monitoring:**

- Track project progress against deadlines and milestones.
- Monitor and report on project performance, risks, and opportunities.
- Assist in managing project documentation, plans, and reports.
- Help to ensure projects meet quality and budget standards.

#### **Administrative and Financial:**

- Assist with procurement
- Help manage project expenses and resources.

With an eye for detail, good influencing/negotiation and advanced numeracy skills, you'll require basic project management methodologies, appreciating the relevance of schedules, deadlines and scope of work with proficiency in MS Office that includes Excel, PowerPoint, Outlook and Teams.

This is a fantastic opportunity to be part of a passionate, fun and innovative company that continually strives to push boundaries and maintain the respect and trust of their Customers and co-workers.