

Job title

Office Administrator / Project Controller

Company name and postcode

V25AGE COMMS LTD

Job summary

(Outline of the job description including key responsibilities and detail of the skills the young person will develop and details of homeworking. Please provide as much detail as possible Please do not use bullet points)

This role is office based and covers a wide range of office administration and project administration in which you will gain experience across a wide range of works.

Company overview - we work on many contracts delivering fibre and telecommunication services across the country and works include proving ducts within the highway / footways, installing sub-duct and fibre, fibre blowing, splicing, terminating and testing works to ensure customers have connectivity to broadband / telecommunications and fibre to the home across the country. We also carry out small civils works clearing blockages.

The office based role will be varied and includes logging and tracking of jobs from initial receipt, through to completion to ensure deadlines are met and works are accurately recorded and project update reports are submitted to the client in a timely manner using powerpoint.

The ability to multitask is a must as you will support and oversee various projects ongoing at the same time and monitor progress against deadlines.

Helping to request when Traffic Management or out of hours working is required you will support resource planning across projects and monitor stock of fibres and materials to ensure works can be completed.

Given the amount of IT work involved you will be skilled in the use of multiple IT packages in order to write emails, create proposals, perform financial processes, record and analyse data.

You will be responsible for maintaining office records and files and handling confidential information in compliance with the organisation's procedures. You will need to have a can do attitude, be able to multitask and have a high level of attention to detail.

There is an opportunity for you to be involved in working to automate processes as the company continues to grow and be involved in streamlining processes and introducing new ways of working so the potential to continue to expand your knowledgebase is not limited.

This role will provide development in a vast area of project support / management with on site coaching / mentoring to further develop your skills within a family run business working across multiple contracts.

Essential skills, experience and qualifications (please do not use bullet points)

You will have a can do attitude, be conscientious and have excellent attention to detail.

Ideally you will have some experience / qualification in business / project administration

You will have a minimum GCSE's A - C in Maths and English with excellent IT skills with Microsoft packages including excel

A drivers license is not essential in this role

Excellent communication skills both written and over the telephone. Ability to build relationships and act with integrity and trust.

Job category (DWP use only)

Number of hours per week

30

Working pattern and contracted hours (including any shift patterns)

Monday to Friday

9.30am to 4.30pm

(1 hour for lunch unpaid)

Hourly rate of pay

National Minimum Wage