



## Job Specification

**JOB TITLE:** Projects Administrator  
**DIVISION:** Projects Department  
**LOCATION:** Rochester, Kent  
**REPORTING TO:** Projects Director  
**HOURS:** 40 hours Monday to Friday, 08:30-17:00 (Immediate start, permanent position)

### PURPOSE OF JOB:

- Document control to include compiling and submitting risk assessments and O&M Manuals
- Execution of all project related purchase orders using in-house software
- Tracking of all purchase orders in accordance with project schedules
- Procurement of parts and resourcing of specialist equipment (under advisement of Project Manager and Project Engineers)
- Managing and updating of project related excel spreadsheets
- Management of goods in/out for the projects department
- Maintain project library, filing, recording and reporting system
- General office administration and ad hoc duties as required

### Qualifications & Requirements:

- Strong administration and organisational skills
- Advanced knowledge of Microsoft Office
- A good understanding of the business process
- Able to work to strict deadlines
- Ability to confidently create, update and manage project schedules and plans
- Willingness to learn

### Remuneration:

Salary is negotiable depending on the experience of the applicant.

### Training:

Career and Personal Development training will be provided at the discretion of the company.

If you would like to be considered for this role, please send your CV and a covering letter to [HR@tgc.uk.com](mailto:HR@tgc.uk.com)