

Job Description - Project Administrator

Arcola Energy is a clean energy engineering company specialising in fuel cells and hydrogen. We develop and deploy clean energy solutions in vehicles, buildings and remote areas. We also work to educate the next generation about the importance of clean energy and renewables.

Job Purpose - Lead on projects administration across the company.

Organisation - reporting to Operations Manager

Principal Accountabilities and tasks

Project administration

- Leading the administration of all projects across the company
- Ensuring Project records are maintained according to ISO9001:2015 quality management system
- Suggesting and implementing approved improvements to company processes
- Supporting project leaders in day-to-day project management
- Supporting writing proposals and funding applications
- Coordinating collaborative project working across the company and partners / customers
- Preparing project reports in power point / google slides
- Preparing project financial reports and forecasts
- Coordinating meetings with partners and customers / funders
- Attending meetings to document and keep minutes
- Undertaking event booking and travel arrangements

Requirements

- Excellent Microsoft Office and Google G Suite skills
- Excellent Attention to detail
- Keen ability to prioritise and multitask in a fast-paced environment
- Strong interpersonal skills
- Excellent written and verbal communications skills
- Positive can-do attitude
- Previous Project Administration experience is essential

Terms and Conditions

- **Salary:** £25-30,000 dependent on experience
- **Hours:** 40 hrs/week. 9.30am-6pm Monday to Friday with half-hour lunch break.
Occasional evening and weekend working (TOIL system in operation)
- **Holidays:** 28 days annual leave, including public holidays
- **Probation period:** 3 months
- **Access:** Arcola Energy is wheelchair accessible throughout
- **Benefits:** Free tickets to Arcola Theatre shows (subject to availability)
Arcola staff discount on food and drink in café/bar