



## Vacancy

### JOB TITLE

Project Administrator

### DEPARTMENT

PCT

### LOCATION

Camberley, Surrey

### JOB BRIEF

The Project Administrator is a key role in delivering successful telephony projects for all our customers. Liaising with all internal departments and our customers they will coordinate our telephony solutions.

### RESPONSIBILITIES

Assisting within the Operations Department

- Raise PO's for orders
- Handle returns for items
- Book engineer visits and conduct follow up calls with customers
- Manage supply only orders
- Keep logs of job details and update regularly
- Track returns and keep records up to date
- Book hotels for engineer visits
- Keep track of back ordered items
- Answer incoming calls and assist where possible or raise with other departments

Maintaining the stock room

- Monitor stock in and ensure stock is allocated to jobs and engineers have needed supplies
- Conduct monthly stock take
- Keep track of items for quality control
- Maintain stock and keep sufficient stock levels



#### Office Duties

- Monitor stationary levels and order as required
- Maintain housekeeping supplies
- Book couriers for deliveries for the Operations Department and other departments as required
- Manage holiday requests for the company
- Answer front door and sign for deliveries, keeping records of delivery notes
- Manage company vehicle records, ensuring that all cars are checked and kept up to date with services and MOT's along with ensuring that vehicle and license checks are conducted and recorded

#### **FURTHER INFO AND TO APPLY:**

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