



## 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 as well as ensuring the smooth running of the office. We are looking for someone who is keen to learn and develop, with an excellent eye for detail and a strong customer focus. If you would like to work in a welcoming and supportive team, delivering excellent customer focussed service, iCS could be the company for you.

### RESPONSIBILITIES

- Assisting within the Project Coordination team to ensure the flawless execution of projects
- Keeping internal databases up to date with accurate dates, project updates and key documentation on a real-time basis
- Managing supply only orders, shipping to site and ensuring all deliveries are received
- Liaise with internal teams and third parties/vendors involved in the project work to ensure all relevant information is communicated effectively
- Booking in engineers visits and conducting follow up calls with customers
- Close out projects and collate all project documentation
- Managing stock room; including monitoring stock in/out, keeping sufficient stock levels, quality control and monthly stock take
- Raising purchase orders and keeping track of orders, including back ordered items
- Booking hotels for engineer visits
- Track returns and keep records up to date



## GENERAL OFFICE DUTIES

- Monitoring stationary levels and order as required
- Maintain housekeeping supplies and order as required
- Booking couriers for deliveries for all 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

## KEY SKILLS

### *Essential:*

Effective written and verbal communication  
Customer service orientated  
Excellent attention to detail

### *Desirable:*

Telecoms or other project-based experience  
Experience on Sage and Salesforce

## FURTHER INFO AND TO APPLY:

Katie Graham  
Project Coordinator

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