

Job Title: Project Assistant
Industry: Engineering, Oil and Gas
Location: Warrington, Liverpool, Manchester, Cheshire
Rate: £17k - £22k depending on experience
Job Type: Permanent
Start Date: ASAP

Company:

The engineering and equipment teams are a division of a leading NDT company specialising in the design and development of automated equipment for the manipulation of inspection transducers, supporting our Worldwide NDT field service division.

Job Summary:

We are seeking a versatile and proactive project assistant to provide high quality administrative support to both the engineering design and equipment delivery teams based in our Warrington office.

This is a key role that will not only contribute to the smooth running of the engineering and equipment department, but also initiate new process and procedures to further advance these areas.

Responsibilities:

- Data entry for the creation of equipment records and tracking
- Organising equipment calibrations and inputting data to keep records up to date
- Prepare paperwork for outgoing and incoming equipment shipments within the UK and internationally
- Procure items and maintain records of current delivery status
- Support the design team with the production of project and QA documentation
- Entry of site feedback in to reporting software and tracking progress
- Identify and action equipment database updates, including testing of developments
- Assist in reporting, planning, and delivery of tasks to support department management
- Liaise with equipment managers to ensure project requirements are met
- General administrative duties
- Occasional drafting of meeting minutes

Abilities:

- Proactive in identifying problems and resolving issues effectively
- Prioritisation of work in a busy environment to ensure deadlines are met
- Demonstrate accuracy and attention to detail
- Take responsibility for allocated jobs and follow-up tasks
- Good communication skills being both flexible and responsive
- Good organisational skills

Qualifications/Experience:

- Business Administration S/NVQ Level 2 or equivalent qualifications (or work experience)
- 2 years' administrative experience in a busy environment
- Excellent computer skills, including high proficiency in Microsoft software
- Experience with Microsoft Dynamics NAV or similar desired
- Full clean driving licence

Benefits:

- 5% Employer pension contribution
- 20 days holiday
- Profit Share Bonus
- Paid Overtime

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