

**Job Title:** Project Administrator  
**Industry:** Specialised Inspection, Oil and Gas  
**Location:** Aberdeen  
**Salary Band:** up to £28k depending on experience  
**Job Type:** Permanent  
**Start Date:** ASAP



**Company:**

We are a leading Inspection NDT company, specialising in the design and development of advanced automated ultrasonic inspection solutions, delivering integrity-based inspection data of critical pressure systems for key Oil & Gas and Petrochemical industries in support of our Worldwide advanced field services division. Projects typically range from bespoke ROV/Diver deployed subsea inspections, to advanced automated topside platform-based pressure systems.

**Job Summary:**

We are seeking to employ a highly motivated, Project Administrator to work closely with the Project Managers for both the Advanced Subsea and Topperside departments. Primary responsibility is to support the project managers in the day to day management of inspection projects, this will primarily include, but is not limited to the following key responsibilities:

- Close liaising with Operations planning personnel, Equipment Manager, Logistics, Finance Personnel and the Technical Support Group.
- Assist the project managers with writing, reviewing and issuing proposals and reports to clients, maintaining operational reporting and management trackers.
- Maintain document control of operational documentation such as proposals, data and report.
- Arrange and attend pre and post project mobilisation meetings, take and maintain meeting minutes.
- Manage project software (Microsoft Dynamics NAV) and administration systems ensuring QA requirements are met
- Maintain inspection projects QA tracker to ensure all project requirements are maintained in line with QA/UKAS/ISO-9001 requirements.
- Assist with the compilation of project work packs ensuring all project information is provided to allow efficient expedition of projects.
- Attend client meetings with project managers, taking notes and capturing tasks
- Oversee and assist as required with logistics for techs mobilising and demobilising from offshore projects. Work closely with financial teams in ensuring all project cost are captured and updated as the projects progress.
- Manage and maintain client project feedback data, ensuring all information is up to date and relevant for statistical analysis supporting opportunities for improvement..
- Attend and assist with updating Equipment & Operations Meetings to ensure project planning requirements are captured by delivery teams, defining equipment and personnel requirements
- Attend sales or kick off meetings and HIRA's to capture knowledge of the project requirements. Handle these alone in PM absence.
- Always looking to seek new work opportunities and respond immediately to any enquiries that come in
- Oversee the logistics & financial side for all projects
- Proactively identify opportunities for improvement with the administration of project documentation and files.

**Qualifications/Experience:**

To be successful in this position, the individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and /or ability required:

- Ability to work under time constraints and meet agreed deadlines
- Self-motivated with the ability to work independently or in a team

- Ability to prioritise tasks
- Familiarity/Competency with Microsoft Office tools
- Full driving licence
- Effective communicator with customer facing confidence.
- Written and Oral Communication Skills.
- Proactive approach to continual operational improvement

**Benefits:**

Successful candidates will be offered an industry competitive benefits package.

Must be eligible to work in the UK. To apply for this position please email your CV to [jobs@sonomatic.com](mailto:jobs@sonomatic.com)