

Job Description – Project Assistant

Salary: £18,000 per annum

This position calls for a fully committed hard working team player to assist the Project Managers with bookings, ordering etc. The Project Assistant will support with all administrative duties involved in the Project Management and may sometimes be required to join the team on-site.

Key areas of Responsibility:

- To manage crew and hotel bookings
- To order materials and/or supplies as requested by Project Managers.
- To assist the Office Manager and team with administrative duties, including but not limited to, raising Purchase Orders, inputting quotes etc.

Key tasks & responsibilities:

1. To provide support to the Office Manager and Directors for effective functioning of the Setsquare Creative office.
2. To answer phones and take messages when Office Manager not available.
3. Manage and organise files. Photocopy and scan appropriate documents.
4. To place orders for materials and/or supplies as requested by Project Managers – ensuring these arrive on time and finding competitive prices.
5. To book hotels for crew when on-site.
6. Check availability and book crew for on-site builds and de-rigs. Entering availability to the shared schedule.
7. Provide project support to Project Managers. This will include, but not be limited to - occasional liaison with clients, sourcing items, conducting research etc.
8. There may be occasions where you are required to support on-site.
9. Provide support with project documentation. Including RAMS, Crew sheets, Load lists etc.
10. Attend project meetings and take notes as necessary to be reviewed.
11. Manage smaller jobs, such as deliveries, to support Project Managers during busy periods.
12. Raise Purchase Orders against jobs for any purchases made.

Competencies:

- Highly organised and able to prioritise tasks.
- Able to efficiently use Microsoft Office Software (Word, Excel, Outlook, Access and PowerPoint)
- Great communication skills to liaise with clients, suppliers etc.
- Ability to work well under pressure in a fast-paced environment.
- Experience learning and quickly adapting to using new systems – experience using Workflow Max is desired, but not essential.